

**Merrimack Public Library Board of Trustees Meeting Minutes  
December 19, 2023 | Merrimack Town Hall Memorial Room**

Present: Trustees: Debra Covell (Chair), Janet Krupp (Treasurer), Jennifer Jobin (Secretary), Molly Mortimer, Robbie Reisman; Alternate Ruthmarie Swisher. Library Staff: Yvette Couser, Library Director.

Deb Covell called the meeting to order at 7:03PM.

The Board recited the Pledge of Allegiance.

**Old Business**

- A. Deb Covell reviewed the November action items with the Board.
- B. SMP - no update
- C. Strategic Plan - The board discussed the delay in the strategic planning process due to consultant Deb Hoadley needing to take some time away. The board briefly discussed the option to start the process over with a different consultant. Deb Covell made a motion to temporarily hold the strategic planning project and continue with Deb Hoadley as consultant when she is able to resume. Robbie Reisman seconded the motion. Motion passed, 5-0-0.
- D. Building Maintenance List - The Board reviewed the building maintenance list.
- E. Energy Audit - Yvette noted that she is awaiting dates and the final contract from the retro-commissioning agent.

**New Business**

- A. FY 2023-24 Budget: The Board reviewed the General Ledger, Invoice Manifest and Open P.O.s in advance.
- B. FY 2024-25 Draft Budget - The Board discussed the draft budget that the Town Manager will be presenting to the Town Council later in the week.
- C. Policy Review - The Board discussed the proposal for implementation of a collections agency for recovering unreturned items. Yvette will bring the Board's questions back to Alyssa and will share those answers at the next Board meeting.
- D. Grants - Jen Jobin gave an update that she met with Yvette to discuss grants. She asked that the Board consider purchasing a membership to GrantStation online database and grant resource. Molly Mortimer made a motion to purchase the 2-year membership for \$249 from passport funds. Robbie Reisman seconded the motion. Motion passed, 5-0-0.

**Director's Report**

*Acceptance of Gifts*

Deb Covell made a motion to accept a donation \$400 from Heather McDonald. Robbie Reisman seconded the motion. Motion passed, 5-0-0.

Deb Covell made a motion to accept a donation of three Melissa & Doug puzzles as a memorial donation in honor of Dr. and Mrs. John Duffy from Kathleen Hunt. Robbie Reisman seconded the motion. Motion passed, 5-0-0.

Deb Covell made a motion to accept a donation of a Sonic the Hedgehog Lego set from Carrie Leveille to be added to the LOT collection. Janet Krupp seconded the motion. Motion passed, 5-0-0.

Deb Covell made a motion to accept a donation of 2 children's books, *Daniel Tiger's Treasury of Stories* and *Pete the Cat: Pete at the Beach* by James Dean from student Omar C. Ruiz. Janet Krupp seconded the motion. Motion passed, 5-0-0.

Deb Covell made a motion to accept an anonymous donation of three puzzles to be added to the LOT collection. Robbie Reisman seconded the motion. Motion passed, 5-0-0.

Yvette shared some highlights from her report:

She received a letter of resignation from Youth Services Page/Aide Michelle Podsiedlik. Michelle stated that by working at the library she has gained confidence to go to college and pursue her dreams. Her last day will be December 29th. Deb Covell made a motion to accept Michelle Podsiedlik's resignation. Janet Krupp seconded the motion. Motion passed, 5-0-0.

The Staff are requesting \$200 of Trustee funds from passport funds to purchase empty cases for Nintendo Switch games. Deb Covell made a motion to authorize the purchase of Nintendo Switch game cases with \$200 from Trustee passport funds. Janet Krupp seconded the motion. Motion passed, 5-0-0.

The elevator refurbishment project has been delayed due to a delayed delivery of a part. Yvette expressed concern over how this will affect programming that is scheduled to begin in February, including Children's programs, adult services events, and more. Her preference would be to move to May when there will be a lull in programming. Deb Covell shared thoughts on a delay and her opinion would be to not put it off. Yvette expects to hear more from the elevator company soon. The Board will discuss once more information on scheduling is available.

HVAC project - the retro-commissioning agent's proposal has been accepted and Yvette is awaiting the contract. Yvette reached back out to remind them that we are waiting for the contract and scheduling.

Slate roof - Scott Livernois hasn't responded. Jen Jobin asked Yvette if we can use another vendor. Yvette will look into getting the RFP started with the town finance department.

Yvette explained switch to Square for receiving credit card payments.

The library's Safety Committee - made up of staff representatives from each department in the library - asked the Director and Department Heads to reconsider having a supply of Narcan (Naloxone) on hand. The board discussed and had several questions that Yvette will bring back to the Safety Committee for clarification. She will send a link to a training video and further information to the Trustees via email. All agreed to continue the conversation and make sure all information is gathered and reviewed prior to a final decision.

Friends of the Library will use a memorial donation from the Churchill family to sponsor children's programs for February and April school vacations. These include performances by Lindsay and Her Puppet Pals and Mad Science of Maine.

A wheelchair has been purchased for the Library of Things collection in response to a request from the community.

Legislation watching - NH Municipal Association now has a page on its website to track bills that may affect libraries.

**Treasurer's Report** - Janet Krupp reviewed the Treasurer's report with the Board.

### **Acceptance of Minutes**

Deb Covell made a motion to accept the 10/17/23 nonpublic minutes. Molly Mortimer seconded the motion. Motion passed, 5-0-0.

Deb Covell made a motion to accept the 11/21/23 public meeting minutes with correction. Molly Mortimer seconded the motion. Motion passed, 4-0-1 with Robbie Reisman abstaining.

Deb Covell made a motion to accept the 11/21/23 nonpublic meeting minutes with edit. Janet Krupp seconded the motion. Motion passed, 4-0-1 with Robbie Reisman abstaining.

Deb Covell made a motion to accept the 11/27/23 public meeting minutes. Robbie Reisman seconded the motion. Motion passed, 5-0-0.

### **Committee Updates**

- A. *Building Exploratory Committee* - Have not met.
- B. *Friends of the Merrimack Public Library* - Jen Jobin gave an update on the last Friends meeting.
- C. *MPL Development Fund* - No update. The MPLDF will next meet in February.
- D. *Town Center Committee* - No update.

### **LBOT Committee Updates**

- A. *Personnel Committee* - No update
- B. *Finance Committee* - No update
- C. *Building Committee* - No update

### **December Action Items**

- A. Deb Covell will reach out to Deb Hoadley to let her know that the Board voted to wait until she is available to continue with the strategic plan.
- B. Yvette will share the Board's questions with Alyssa regarding the collection agency proposal.
- C. Yvette will send a link to a Narcan training video to Trustees via email and will bring questions to the Safety Committee.
- D. Yvette will look into starting the RFP for the roof project.

### **Upcoming events**

- A. MPL Board of Trustees - next meeting 1/16/24 at 7PM in the MPL Klumpp Room

B. Friends of the Merrimack Public Library - next meeting 1/29/24 at 7PM in the MPL Director's Office

C. MPLDF Committee - next meeting 2/12/24 at 5PM in the Lowell Room or virtual

**Comments from the Press, Public, and Board members - None**

Deb Covell made a motion to adjourn at 8:23PM. Robbie Reisman seconded the motion. Motion passed, 5-0-0.

Meeting adjourned at 8:23PM.

*Approved - 01/16/2024*