

Merrimack Public Library Board of Trustees Meeting Minutes
February 20, 2024 | Merrimack Public Library Klumpp Room

Present: Trustees: Debra Covell (Chair), Janet Krupp (Treasurer), Jennifer Jobin (Secretary), Molly Mortimer, Robbie Reisman; Alternates Ruthmarie Swisher, Karen Freed. Library Staff: Yvette Couser, Library Director; Joanne Marston; Eve Sudol; Dina Metivier; Sheila Lippman.

Deb Covell called the meeting to order at 7:00PM.

The MPL staff safety committee was in attendance for a discussion on the possibility of keeping Narcan in the building. All staff and board members introduced themselves.

Deb Covell welcomed Lisa Vasquez of Greater Nashua Public Health Network to the meeting via Zoom. Lisa shared an explanation of the state program that supplies Narcan to public spaces to reduce opioid overdoses. The program is distributing through Doorways centers throughout the state including Nalox boxes which are similar to AED boxes that include all equipment needed for safe administration of Narcan (generic name naloxone). This the most effective way to reverse opioid overdose. Currently, the biggest concern is fentanyl and other dangerous additives to drugs. They have seen about a 10% reduction in overdose deaths so far. Lisa explained that overdoses are a statewide issue, not just the larger cities like Nashua and Manchester. She explained how opioids affect the brain by releasing dopamine - the reward system of the body. Substance Use Disorder is a medical illness caused by repeated misuse of a substance or substances. Opioids can enter the brainstem and affect breathing. Narcan works by entering the brainstem and removing the opioid from the receptors.

Lisa shared that the language we use is important to reduce the stigma of substance use disorder, which is an official health diagnosis.

Lisa noted that all Merrimack schools have Naloxboxes with staff trained and PD carries Narcan.

Deb Covell had a question about using 2mg vs 4mg doses and that she had heard that the 2mg may be as effective with possibly less chance of agitation when a person is revived. Lisa explained they used to supply the 2mg, but it comes in pieces and needs to be assembled which can be confusing for non-medical personnel and waste precious minutes in response time. The 4mg spray is already assembled and just needs to be sprayed.

Deb asked about the reaction when someone comes out of an overdose. Lisa explained that some will need multiple doses of the spray - some up to six. She explained that when an overdose happens, the person's brain is shut off all the way to the brainstem. So when revived, they may be in fight or flight mode and be confused. There are different responses - some are fine and simply walk away.

Naloxone is the only recommended opioid overdose medication. There are no adverse effects and will restore oxygen to the brain stem.

Symptoms of overdose:

- Not responsive/can't wake up
- Breathing is slow/stopped
- Body is limp
- Blue/dark purple nails and lips

- Pulse is slow or stopped
- snore=like gurgling noise
- May be awake and try to talk but cannot

Lisa explained that there are a wide range of people who overdose. It could be someone who has had a hip replacement and has accidentally taken too much of their prescription opioids. Anyone who has access to opioids may be at risk of overdose, not just those taking recreational heroin or fentanyl.

Overdose is a life-threatening situation. Risk of harm from naloxone is low even if used on someone who is not overdosing, or using a drug other than an opioid.

If you suspect overdose,

- Make sure area is safe
- Call 911
- Start rescue breathing or CPR (using barrier - provided in kit)
- Administer naloxone

Law protects the person who is helping (good Samaritan law). They cannot be held liable even if the person dies. 911 operator can walk the caller through the process.

Naloxone must be administered quickly in order to save a life. Naloxone lasts in the system for 30-60 minutes. The opioids may stay in their system for several hours, so a person may re-overdose after the naloxone wears off. Individuals may have symptoms that mimic withdrawal upon revival.

The presence of Narcan does not require that anyone administer it if they are not comfortable doing so. Calling 911 should be the first step. It's important that Narcan be available for someone to administer to give the person another opportunity to live another day and hopefully enter recovery.

Joanne Marston explained why the Safety Committee changed its mind about the initial recommendation not to have a Naloxbox at MPL. They researched more and found it to be much more safe than previously thought.

Sheila Lippman addressed the board with a statement with some data from the American Heart Association. This data showed that Narcan is safe and does not increase opioid use. Her brother was Chief of the Medford, MA fire dept. and she shared his testimony to her on how Narcan greatly improved their ability to assist patients in opioid overdose and that timing is everything in these situations. She also shared an eloquent statement from her son who encountered overdosing individuals on two separate occasions. He was present when these individuals were revived with Narcan by emergency services after he called 911. He urged the trustees to approve the Naloxboxes.

Dina Metivier shared some notes from the committee:

- Library has committed to providing CPR/AED. Naloxone is an extension of this.
- Staff submitted favorable, anonymous feedback when asked what they thought about having Narcan.

Discussion ensued.

Jen Jobin made a motion to proceed with due diligence to move forward with a Narcan plan, create a policy and procedures document, and consult with the town attorney. Robbie Reisman seconded the motion. Motion passed, 5-0-0.

Deb shared her concern that the Safety Committee felt that the board may be displaying a lack of humanity in deliberating on the issue. Trustees shared that there are concerns for staff safety, liability, policy and procedures that fall under the responsibilities of the Board and board members need to fully understand all angles and follow due diligence before the Naloxboxes are installed.

Old Business

A. Deb Covell reviewed the January action items with the Board.

- A. Janet Krupp shared information on switching to Square debit/credit card system from Comprise. It is compatible with the new Aspen system. There is a one-time purchase of the Square terminal. Does not need a phone to connect. There is a 2.6% service fee and 10 cent flat transaction fee per transaction. Would be linked to DCU Fines account for replacement or copier printing fees. Could possibility of use for book sales. More thought would need to be put into setup for that. No liability because staff never touches the card. GMLICS will help connect Square to Aspen. Must be started by April 1st for Aspen.

Jen Jobin made a motion to spend \$299 for the Square terminal. Janet Krupp seconded the motion. Motion passed, 5-0-0.

B. SMP - no update

C. Strategic Plan - Deb Hoadley will reach out soon to schedule the final stages of the process.

D. Building Maintenance List - The Board reviewed the building maintenance list.

E. HVAC - Yvette gave an update that the retro-commissioning agent spent a day at the library and went through the whole library with his team and Jered reviewing the HVAC system. Awaiting report.

New Business

A. FY 2023-24 Budget: The Board reviewed the General Ledger, Invoice Manifest and Open P.O.s and discussed.

B. FY 2024-25 Draft Budget: Yvette and Deb went before Town Council to present the budget in January. Town Council members did not have any questions. Yvette attended another budget meeting and she reported that one Town Council member had a question about the library budget. This was unexpected, so there was not a Trustee in attendance. Last week was the public hearing and all went smoothly. Next up is Deliberative Session on March 13th.

C. Policy Review

- A. Appeals Process Policy - Deb Covell made a motion to accept the Appeals Process Policy. Janet Krupp seconded the motion. Motion passed, 5-0-0.

- B. Notice and Billing Schedule - Janet Krupp made a motion to accept the Notice and Billing Schedule. Robbie Reisman seconded the motion. Motion passed, 5-0-0.

C. Deb shared the idea that Jen had brought to her attention that it may be a good idea for the Board to create a policy to add a time limit to public comment during Trustee meetings. Jen and Deb will work on creating a draft policy.

D. Grants - Jen Jobin gave an update on progress with GrantStation.

Director's Report

Acceptance of Gifts

Deb Covell made a motion to accept a donation of two chess sets from Kevin Croteau. Janet seconded the motion. Motion passed, 5-0-0.

Deb Covell made a motion to accept a donation of a children's book entitled *Lewis the Little Lost Loon* by NH author Duane Archie Archambault and illustrated by Katia Hale. Robbie Reisman seconded the motion. Motion passed, 5-0-0.

Deb Covell made a motion to accept a donation of used adult snowshoes from Pauline Ducharme. Janet Krupp seconded the motion. Motion passed, 5-0-0.

Deb Covell made a motion to accept a donation of adult fiction book *The Canaries* by Merrimack resident Paul Aiello. Robbie Reisman seconded the motion. Motion passed, 5-0-0.

Deb Covell made a motion to accept a donation of \$90 from Marge Chiaffery for the purchase of adult fiction in memory of Reggie O'Neil. Janet Krupp seconded the motion. Motion passed, 5-0-0.

Yvette shared some highlights from her report:

- Elevator refurbishment project is going smoothly. Less than two weeks expected til completion.
- Letter recognizing Barry Quimby per the Trust is ready to be sent.
- Trustees reviewed the proposed RFP draft. Deb Covell made a motion to move forward with the RFP for the roof project as soon as possible. Molly Mortimer seconded the motion. Motion passed, 5-0-0.
- The board discussed quotes for replacing the main stairwell treads. Deb Covell made a motion to close the SMP Architecture PO 19201725 and return \$42,549 to the library general fund (buildings line). Then open a PO for Atkinson and RPF not to exceed \$10,000. Janet Krupp seconded the motion. Motion passed, 5-0-0.
- 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. Fines started Jan 1 at \$5,619.89. Ended the month with \$5,906.27.

Special started Jan. 1 with \$56,362.21 and ended with \$53,720.26.

Janet shared items on the town CIP. HVAC is on next year's CIP. Janet asked Yvette if she can reach out to someone at town hall to find out who renovated their sprinkler system so we can possibly use the same vendor.

Janet reviewed Trust money and DCU money that is still available to be spent this year.

Deb and Janet reported on their meeting with Terry Knowles. Terry agreed that the Trustees are correct to separate out the Trustee money from Town money. Unanticipated funds should not be included in the

budget and do not need to be reported to the Finance Director. They did uncover that passport funds may need to be added to our budget. The board will learn more and keep an eye on it for the next budget.

Janet suggested that the Board move to accept all small donations that are received throughout each month at the library. Deb Covell made a motion to accept \$39.84 of anonymous donations for the month of January. Robbie Reisman seconded the motion. Motion passed, 5-0-0.

Acceptance of Minutes

Deb Covell made a motion to accept the 1/16/24 public minutes. Janet Krupp 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* - Deb Covell gave an update on the MPLDF's last meeting to review quarterly financials.
- D. *Town Center Committee* - Karen Freed gave an update on latest meeting. The Souhegan trail is actively being built and will be connected by end of June. There is new grant money for construction that has been made available by the state. The builders of the new apartment complex near Tractor Supply will need to create sidewalks as part of their project. TCC will reach out to builder to see if they can add on to sidewalk portion of the project and use some of this grant money. The Wire Rd and Baboosic bridge/Everett Turnpike overpass projects were reviewed in a recent public hearing.

LBOT Committee Updates

- A. *Personnel Committee* - Molly Mortimer and Ruthmarie Swisher volunteered to be the committee members. LBOT will meet Monday, 3/18/24 at 6:30PM at the library to discuss the Director's review.
- B. *Finance Committee* - No update
- C. *Building Committee* - No update

December Action Items

- A. Yvette will reach out to other libraries to see if any have a Narcan policy we could review.
- B. Deb will reach out to Terry Knowles to request an invoice for her consulting services.
- C. Deb and Jen will create a draft of a policy regarding meetings and public comment.
- D. Deb will email Paul to ask him to remove the SMP PO. Jen will forward the draft minutes.
- E. Yvette will move forward the roof RFP.
- F. Yvette will get info on the sprinkler system work that was done at town hall.
- G. Yvette will purchase Square terminal and setup the system.

Upcoming events

- A. MPLDF Committee, 4.22.24 @ 5 pm, Lowell Room
- B. Filing Period for Candidates running for Town Offices 2.21.24 – 3.1.24 @ 5 pm, Town Clerk
- C. Friends of the Merrimack Public Library, 2.26.24 @ 7 pm, Director’s Office
- D. MPL Board of Trustees, 3.19.24 @ 7 pm, Merrimack Memorial Room, Town Hall Complex

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

Deb made a motion to enter nonpublic session per NH RSA 91-A:3 II (c) at 9:50PM. Robbie seconded the motion. Motion passed on a roll call, 5-0-0.

The Board returned to public session at 10:00PM.

Jen Jobin made a motion to seal the 2/20/24 Nonpublic minutes. Deb Covell seconded the motion. Motion passed, 5-0-0.

Deb Covell made a motion to adjourn at 10:00PM. Robbie Reisman seconded the motion. Motion passed, 5-0-0.

Meeting adjourned at 10:00PM.

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