

Merrimack Public Library Board of Trustees Meeting Minutes
January 16, 2024 | Online meeting via Zoom

Present: Trustees: Debra Covell (Chair), Janet Krupp (Treasurer), Jennifer Jobin (Secretary), Molly Mortimer & Robbie Reisman; Trustee Alternate: Karen Freed (Excused: Ruthmarie Swisher); Library Staff: Yvette Couser, Library Director & Alyssa Jobin, Head of Circulation

Chair Deb Covell called the meeting to order at 7:06PM.

Deb welcomed everyone and explained that the Board was meeting via Zoom due to inclement weather.

Old Business

A. Deb reviewed December Action Items:

- Deb Covell reached out to consultant Deb Hoadley to let her know that the Board will hold on the strategic planning process until she is available to resume. Yvette received Deb Hoadley's invoice for the work that was completed in 2023. Deb should be ready to resume the project in early February. Yvette asked which account to pay the invoice from. Janet replied that she believes passports and she will double check.
- Yvette shared the Board's questions with Alyssa, Head of Circulation, regarding the changes to the Circulation Policy and the request to use a collections agency, following the December meeting. Alyssa is attending this meeting to answer those questions.
- Yvette sent a link to a Narcan training video and other documents with further information to Board members.
- Yvette is working on the RFP for the roof project.

B. SMP - no update

C. Strategic Plan – update above

D. Building Maintenance List – Board members reviewed and had no questions

E. HVAC – Yvette received contract from the retro commissioning agent, she signed and returned the contract to the agent. She will have a meeting with them remotely soon to go over the project and timeline.

F. Narcan Info Meeting – Deb Covell will reach out to Lisa Vasquez to schedule a meeting so Trustees can ask questions and receive more information.

New Business

A. 2023-24 Budget: General Ledger, Invoice Manifest (did not receive yet from town hall), Open P.O.s – the board discussed. Janet Krupp had a question on a miscellaneous charge – Yvette will double check on that.

B. 2024-25 Draft Budget: The Board received the final draft budget from the Town Manager. There is only one change which is a line is \$1,000 less due to that one item going down \$1,000 in cost. Yvette, Deb and Janet will present the budget to Town Council on Thursday, 1/18/24.

C. Policy Review

- a. Circulation Policy – Alyssa Jobin, Head of Circulation, shared more information on the collections agency that the library would like to work with for unreturned items that total \$40 or more. Trustees asked questions regarding timeline and communication that is sent to patrons. Deb commented that she would like to see this started on a trial basis for a year and then the Board will review again to see how it is working. Alyssa mentioned that there was a 60-day notice for cancelation. She also mentioned that the company will send periodic reports to the library so the Trustees will have data to review. Deb Covell made a motion to use the collection agency as outlined as a pilot for one year paid out of the Fines account. Janet Krupp seconded to motion. The motion passed on

roll call vote, 5-0-0.

Deb Covell made a motion to accept the changes to the Circulation Policy. Janet Krupp seconded the motion. The motion passed on a roll call vote, 5-0-0.

- b. Investment Policy – Jen Jobin made a motion to accept the Investment Policy without changes. Robbie Reisman seconded the motion. The motion passed on a roll call vote, 5-0-0.

D. Grants

Yvette signed up for a Grant Station account and will share login info with the Trustees. Yvette forwarded an email on public hearings the town is having on a block grant. Jen will look more into that.

Director's Report – Yvette shared highlights of her report

- No gifts were received this month.
- The open Youth Services Page/Aide position has been posted. The library has not received any applicants yet.
- Elevator project – Yvette gave updates on the elevator project that has been rescheduled to begin 1/29. She shared information on the logistics and closings that will be needed. For the first week staff will be in the building 9-5 with the library closed to the public. Staff will run curbside services 10-4 daily. Staff will work on items on the project list they previously prepared and will complete any needed online training. Jared will paint Klumpp Room and stairwell. Youth Services will work on collection, etc. The elevator workers will be able to run to elevator to have carts moved up and down once a day for staff. Staff are moving some events around and notifying the public that there will be no access to the elevator.
- Yvette will setup a Square account and will communicate that with Janet.
- Yvette and department heads are working on updates to the Personnel Policy Manual. This will be shared with the Trustees before it is shared with the town HR Director for her feedback. After that review, it will be sent to the Town attorney prior to the final review and approval by Trustees.

Treasurer's Report

Janet Krupp shared the Treasurer's Report. The December beginning balance for the Fines account was \$5,759.66; ending balance \$6,150.02.

The December beginning balance for the Special account was \$56,936.29; ending balance \$56,778.74.

Acceptance of Minutes

Jen Jobin mentioned that she made a correction to the letter order on a section of the minutes. Deb Covell made a motion to accept the 12/19/2023 minutes with corrections. Robbie Reisman seconded the motion. The motion passed on a roll call vote, 5-0-0.

Committee Updates

- A. Building Exploratory Committee – no update
- B. Friends of the Merrimack Public Library – Jen Jobin shared that the Friends Book Sale will be held this upcoming Friday 1/19/24 and Saturday 1/20/24. The Friends board has not met yet in January. Their next scheduled meeting is 1/29/24, however that is when the elevator project begins and the library will be closed to the public. Yvette will check with the Friends chair about rescheduling.
- C. Merrimack Public Library Development Fund – no update
- D. Town Center Committee – no update

LBOT Committee Updates

- A. Personnel Committee – Deb Covell will double check minutes to determine who the members are as work will need to begin soon on the Director’s annual review.
- B. Finance Committee – Deb Covell shared an update on communications with Terry Knowles. She confirmed that the Board’s understanding of anticipated vs. not anticipated funds is correct. Janet and Deb will schedule a meeting with Terry to get more information and report back to the board. Deb noted items on the general ledger that need to be corrected due to this information.
- C. Building Committee – no updates

January’s Action Items

- Yvette will continue work on the RFP for the roof
- Deb will reach out to Lisa Vasquez to set up the Narcan information meeting
- Yvette will send Grant Station database login info to Trustees
- Janet will reach out to Paul Micali to request a copy of the newly created Town staff salary schedule
- Deb will confirm which board members are on the personnel committee
- Deb will send an example of the Director’s review form to all Board members to review
- Janet and Yvette will meet about establishing the Square account
- Janet will update the approval date on the investment policy and will file the annual report with the state

Deb reviewed upcoming events

- A. Friends of the Merrimack Public Library Winter Book Sale, 1.20.24, 9-2, Klumpp Room; Members Only Pre-Sale 1.19.24, 5:15-7pm.
- B. Elevator Refurbishment Project Starts 1.29.24 at 7am
- C. Friends of the Merrimack Public Library Board meeting, TBD
- D. MPLDF Committee, 2.12.24 at 5pm, Lowell Room
- E. MPL Board of Trustees, 2.20.2024, Merrimack Memorial Room, Town Hall Complex

Comments from Press, Public and Board Members - None

Deb Covell made a motion to adjourn. Janet Krupp seconded the motion. The motion passed on a roll call vote, 5-0-0.

Meeting adjourned at 8:01PM.

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