

Merrimack Public Library Board of Trustees Meeting Minutes
March 19, 2024 | Merrimack Town Hall Memorial 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

Deb Covell called the meeting to order at 7:02PM.

Deb Covell made a motion to add a nonpublic session to the agenda. Robbie Reisman seconded the motion. The motion passed, 5-0-0.

Old Business

- A. Deb Covell reviewed the February action items with the Board.
- B. SMP - no update
- C. Strategic Plan - Deb Hoadley will reach out soon to schedule the final stages of the process. No update.
- D. Building Maintenance List - The Board reviewed the building maintenance list.
- E. HVAC - Awaiting report from retro-commissioning agent. Yvette expects it by 3/25.
- F. Nalox Box – The trustees continued discussion and reviewed drafts of policy and procedures.

Deb Covell made a motion that the library add two Nalox boxes to the library. Robbie Reisman seconded the motion. The motion passed, 5-0-0.

Janet Krupp made a motion to accept the First Aid and Emergency Medical Assistance Policy. Molly Mortimer seconded the motion. The motion passed, 5-0-0.

New Business

- A. FY 2023-24 Budget: The Board reviewed the General Ledger, Invoice Manifest and Open P.O.s and discussed. Janet Krupp asked Yvette to look into a line in ledger that seemed off.
- B. FY 2024-25 Draft Budget: Deb shared an update from Deliberative Session held March 13th.
- C. Policy Review

- A. LBOT Meeting Public Comment Policy – The board reviewed and discussed the draft of the new policy.
Deb Covell made a motion to accept the Merrimack Public Library Board of Trustees Meeting Public Comment Policy. Molly Mortimer seconded the motion. Motion passed, 5-0-0.

- D. Grants – No update.

Director's Report

Acceptance of Gifts

Deb Covell made a motion to accept a donation of \$300 from the Friends of the Library for their quarterly donation. Robbie Reisman seconded the motion. Motion passed, 5-0-0.

Deb Covell made a motion to accept a donation of the game Exoship from resident Matt Soucy 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 \$500 grant from HealthTrust for the Library's Employee Wellness program. Robbie Reisman seconded the motion. Motion passed, 5-0-0.

Deb Covell made a motion to accept a bag of Legos donated by Brandon Larouche (nonresident). Janet Krupp second the motion. Motion passed, 5-0-0.

Personnel

Deb Covell made a motion to hire Leah Jobin for the PT Youth Services Page/Aide position. Molly Mortimer seconded the motion. Motion passed, 4-0-1 with Jennifer Jobin abstaining.

Yvette shared some highlights from her report:

- Staff would like to request a meeting with the finance committee to go over trust funds.
- Elevator refurbishment is finished. The crew has been back a couple of times to adjust it as a few times there were issues. It has worked well since adjustment. Awaiting final approval from inspector. Yvette has requested a quote from Stanley for refurbishing the doors since that wasn't a part of the project and they need updating.
- Roof RFP – Yvette shared date/time for the walk through – Friday, April 5 – 10am. Sealed proposals will be accepted until 2pm 4/19. Yvette will need to be present at town hall when they are opened.
- Square account was setup. Terminal was purchased but not set up yet as there are still some questions. Alyssa will check with a couple of other libraries on how the process works for a patron to use the terminal to pay in-person. Still figuring out the procedures.
- Stair tread replacement - the asbestos test was done – awaiting report. Tentatively scheduled for replacement Monday, 5/6. Yvette would like to close the building that day.
Deb Covell made a motion to allow the library to close on the day that the treads are replaced and staff will be paid for their regularly scheduled hours that day. Robbie Reisman seconded the motion. Motion passed, 5-0-0.
- The Town tech department staff have been in the Library working on the paging system. They have been reviewing all of the speakers in the building. Some are not working. Jonathan Diaz gave Yvette a quote for replacement. Total: \$309.24. The board determined it will be paid from the maintenance building line.
- Yvette has a bill for the retro-commissioning agent and she needs clarity out of which fund it will be paid. Jen and Janet will review minutes to see if the trustees had specified which account in a vote.

Treasurer's Report

Janet Krupp reviewed the Treasurer's report with the Board.

Janet Krupp made a motion to accept \$51.01 of anonymous donations for the month of February. Robbie Reisman seconded the motion. Motion passed, 5-0-0.

Acceptance of Minutes

Deb Covell made a motion to accept the 2/20/24 public minutes. Molly Mortimer seconded the motion. Motion passed, 5-0-0.

Deb Covell made a motion to accept the 2/20/24 non-public, sealed minutes. Molly Mortimer seconded the motion. Motion passed, 5-0-0.

Deb Covell made a motion to accept the 3/18/24 non-public 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* - Yvette gave an update on the last Friends meeting. Next meeting 3/25/24.
- C. *MPL Development Fund* – no update
- D. *Town Center Committee* – There will be a meeting this Friday that Karen will attend.

LBOT Committee Updates

- A. *Personnel Committee* – Molly Mortimer gave an update. LBOT met Monday, 3/18/24 at the library to discuss the Director's review and the evaluation needs to be completed before election day 4/9/24. The board scheduled Tuesday, 4/2/24 at 6:30PM with Yvette at the library. Molly updated that the committee will use the Director's job description to update the evaluation form and the staff feedback form. It was also noted to review the Director's job description to make sure it's accurate.
- B. *Finance Committee* – Deb updated that they have the letter from Terry Knowles and after the election and the trustee retreat the trustees can review. Deb would like to request a meeting with the new finance director once he gets settled in and the committee can explain library finances.
- C. *Building Committee* - No update

Deb Covell thanked Karen for jumping back in as an alternate and recognized that tonight is her final meeting as she will not be applying to continue as an alternate.

March Action Items

- A. Finance Committee will meet with Yvette, Jen S. and Joanne to review trust fund.
- B. Janet will take a look at past minutes to see how the Board voted regarding money for paying the retrocommissioning agent.
- C. Roof walk through April 5th - Jen and Janet will attend.
- D. Yvette will send her current job description to the Personnel Committee by March 26th.

Upcoming events

- A. Friends of the Merrimack Public Library, 3.25.24 @ 7 pm, Director's Office
- B. Town Meeting Election Day, 4.9.24 7am-7pm.
- C. MPL Board of Trustees, 4.16.24 @ 7 pm, Merrimack Memorial Room, Town Hall Complex
- D. MPLDF Committee, 4.22.24 @ 5 pm, Lowell Room

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 8:13PM. Molly Mortimer seconded the motion. Motion passed on a roll call, 5-0-0.

The Board returned to public session at 8:52PM.

Janet Krupp made a motion to pay up to \$300 for snacks for staff for National Library Week. Robbie Reisman seconded the motion. Motion passed, 5-0-0.

There was a brief discussion of which alternates will be applying to return for the next year.

Deb Covell made a motion to adjourn at 8:54PM. Molly Mortimer seconded the motion. Motion passed, 5-0-0.

Meeting adjourned at 8:54PM.

Approved 4/16/24