

Merrimack Public Library Board of Trustees Meeting Minutes
April 16, 2024 | 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 7:00PM.

Deb Covell led the Trustees in the Pledge of Allegiance.

Appointment: The Board met with Paul Leveille of Resilient Buildings Group who reviewed the retrocommissioning report on the Library's HVAC system. He answered questions posed by the Board. As part of the original plan, Resilient Buildings Group will return to the Library once the air conditioning is active and will re-test the HVAC system. In the meantime, the Board will look into ordering a new chiller as that will take several months to be in-stock. The Board will also explore whether or not it makes economic sense to switch from an electric chiller to a natural gas fueled chiller. Filters for the individual HVAC units will be replaced now and other repairs will be made after the AC evaluation. The Board will explore mechanical ventilation options with the Library's HVAC vendor.

Old Business

- A. Deb Covell reviewed the March action items with the Board.
Janet Krupp shared an update on the finance committee meeting with Library admins regarding spending and tracking trust fund money.
- B. SMP - no update
- C. Strategic Plan – Deb Covell spoke with Deb Hoadley. Deb H. acknowledged that she owes the Trustees a summary report from meeting #2. The Board needs to schedule meeting with Deb H. for the end of May/first week of June. This will be an in-person meeting and last approximately 2 hrs. Trustees will send available dates to Deb C. Deb H. will begin working on the survey and steering committee. The goal is to distribute the survey in the beginning of June. Deb H. will reach out to Yvette regarding those items.
- D. Building Maintenance List - The Board reviewed the building maintenance list.
- E. HVAC – see above

New Business

- A. FY 2023-24 Budget: The Board reviewed the General Ledger, Invoice Manifest and Open P.O.s and discussed.
Deb Covell made a motion to use \$232.20 from the Quimby Trust Fund to aid in the purchase of shelving units. Janet Krupp second the motion. Motion passed, 5-0-0.
- B. FY 2024-25 Draft Budget: The proposed budget did not pass at the town election. Yvette shared information from the Department Heads meeting and the Town Manager's direction on the departments reducing over \$600,000 from the budget. Library's budget is 3% of the overall budget. Yvette would like to aim for reducing 3% of that.

The gross maximum rate for health insurance is the same as actual – so there will no savings in that line which is an increase of roughly \$22,000 over the previous year.

- C. Board Appointments

Deb Covell made a motion to nominate Janet Krupp as Treasurer. Robbie Reisman seconded the motion. Motion passed, 4-0-1. Janet Krupp abstained.

Jen Jobin made a motion to nominate Deb Covell as Chair. Janet Krupp seconded the motion. Motion passed, 4-0-1. Deb Covell abstained.

Deb Covell nominated Jen Jobin as Secretary. Janet Krupp seconded the motion. Motion passed, 4-0-1. Jen Jobin abstained.

Yvette Couser noted that Ruthmarie Swisher's term as alternate has expired. Deb Covell will send a letter to the Town Manager to request that she be reappointed.

The Board discussed committee assignments.

D. Policy Review

- A. Patron Behavior Policy – The board reviewed and discussed the proposed policy updates. Jen Jobin mentioned that #5 and #8/#9 were redundant. Yvette noted and will change.
Deb Covell made a motion to accept the Merrimack Public Library Patron Behavior Policy with changes. Molly Mortimer seconded the motion. Motion passed, 5-0-0.
- B. Policy and Guidelines for Public Internet Access – The board reviewed and discussed the proposed policy changes.
Deb Covell made a motion to accept the Policy and Guidelines for Public Internet Access with changes. Robbie Reisman seconded the motion. Motion passed, 5-0-0.

E. Grants – No update.

Director's Report

Acceptance of Gifts

Deb Covell made a motion to accept a donation of 610 solar eclipse glasses from the Merrimack School District and 100 solar eclipse glasses from the Gate City Charter School. These eclipse glasses were put on display for residents to take for the eclipse on April 8th. Molly Mortimer seconded the motion. Motion passed, 5-0-0.

Deb Covell made a motion to accept a donation from the Friends of the Library of \$300 donated toward raffle baskets and one completed raffle basket of \$100 value used to celebrate National Library Week. Robbie Reisman seconded the motion. Motion passed, 5-0-0.

Deb Covell made a motion to accept a donation of hand-crocheted bookworm bookmarks from resident Pat Merchant. Molly Mortimer seconded the motion. Motion passed, 5-0-0.

Deb Covell made a motion to accept a bag of Legos donated by D. Melanson which will be used during programs. Molly Mortimer second the motion. Motion passed, 5-0-0.

Deb Covell made a motion to accept book entitled "The ABC's of Public Health" by Dr. Victoria Sigmont, MPH from Saraj Aissis of the City of Nashua Community Health Department, in honor of National Library Week. Robbie Reisman seconded the motion. Motion passed, 5-0-0.

Deb Covell made a motion to accept a book entitled "Brie Careful What You Wish For: A Grilled Cheese Mystery" from author and resident Linda Reilly. Robbie Reisman seconded the motion. Motion passed, 5-0-0.

The Board reviewed Trust Funds and Donations.

Yvette made a request to pay the Resilient Buildings invoice out of Patterson Lawrence Carroll Trust Fund rather than from the Building Line as was originally voted in November.

Janet Krupp made a motion to pay Resilient Buildings Group \$3,498 out of the Patterson Lawrence Carroll Trust Fund. Robbie Reisman second the motion. Motion passed, 5-0-0.

Bids for the Slate Roof project will be opened at town hall on Friday, 4/19/24.

The board discussed possible renovation of the elevator doors. Options are wrap or electrostatic painting. The board will review quotes.

Yvette reported that she and Alyssa reviewed Square and how it has been used so far. Alyssa will run detailed reports via the catalog.

The library received an email from Dave Chestnut from AARP noting that volunteers were able to file 165 returns for people in Merrimack that equated to a savings of \$66,000 in fees. AARP volunteers met with residents at both the Library and the John O'Leary Center.

Note from Kelly at Town Hall – any bid proposals need to be put in soon. Yvette will ask her about the chiller and if that should be a bid process.

The Trustees received a thank you note from staff for snacks for National Library Week.

Treasurer's Report

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

Janet made a motion to move \$23.45 from Special to Fines to cover a payment made from a donation. Robbie Reisman seconded, 5-0-0.

Janet Krupp noted NHLTA conference will be June 5th.

Molly Mortimer will shadow Janet Krupp this year to learn the Treasurer duties.

Janet also noted that this is a year for the Trustees to review by-laws.

Janet Krupp made a motion to accept \$10.76 of anonymous donations for the month of March. Robbie Reisman seconded the motion. Motion passed, 5-0-0.

Acceptance of Minutes

Deb Covell made a motion to accept the 3/19/24 public minutes. Molly Mortimer seconded the motion. Motion passed, 5-0-0.

Deb Covell made a motion to accept the 3/19/24 non-public minutes. Janet Krupp seconded the motion. Motion passed, 5-0-0.

Deb Covell made a motion to accept the 4/2/24 non-public minutes. Molly Mortimer seconded the motion. Motion passed, 5-0-0.

Committee Updates

A. *Building Exploratory Committee* - Have not met.

B. *Friends of the Merrimack Public Library* – Did not meet last month. Next meeting 4/29/24.

C. *MPL Development Fund* – Will meet 4/22/24.

D. *Town Center Committee* – Jen Jobin will reach out to Nelson to find out next meeting date.

LBOT Committee Updates

- A. *Personnel Committee* – Discussion of next steps for the creation of the Director's goals for the year.
- B. *Finance Committee* – Updated earlier.
- C. *Building Committee* – Janet gave an update on the slate roof walk-through. Four roofing contractors attended. Bids will be opened on Friday, 4/19.

April Action Items

- A. Deb Covell will submit the request to Paul Micali to have Ruthmarie reappointed as Alternate.
- B. LBOT will meet next Tuesday to go over budget changes.
- C. Trustees will email Deb dates for meeting with Deb H.
- D. Yvette will investigate if chiller should be a bid.

Upcoming events

- A. MPLDF Committee, 4.22.24 @ 5PM, Lowell Room
- B. Friends of the Merrimack Public Library, 4.29.24 7pm, Director's Office.
- C. MPL Board of Trustees, 5.21.24 @ 7 pm, Merrimack Memorial Room, Town Hall Complex
- D. NHLTA Conference, 6.5.24 @ 7:45am-3:15pm, Grappone Conference Center, Concord

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

Deb Covell made a motion to enter nonpublic session per NH RSA 91-A:3 II (c) at 8:40PM. Robbie Reisman seconded the motion. Motion passed on a roll call, 5-0-0.

The Board returned to public session at 9:15PM.

Deb Covell made a motion to adjourn at 9:18PM. Robbie Reisman seconded the motion. Motion passed, 5-0-0.

Meeting adjourned at 9:18PM.

Approved 5.21.24