

**Merrimack Public Library Board of Trustees Meeting Minutes**  
**May 21, 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 7:05 pm.

Deb Covell led the Trustees in the Pledge of Allegiance.

**Old Business**

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

Deb Covell made a motion to direct Yvette to start the RFP for chiller replacement. Janet Krupp seconded the motion. Motion passed, 5-0-0.

B. SMP - no update

C. Strategic Plan – Trustees will meet with Deb Hoadley on 6/11 at 6:30 pm.

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

- Slate roof bids review – Yvette confirmed warranty/guarantee is included. Molly Mortimer made a motion to approve the quote from North Boston Contracting to repair the slate roof as written in the RFP for \$7995. Janet Krupp seconded the motion. Motion passed, 5-0-0.
- Janet Krupp made a motion to pay for the slate roof repairs out of Maintenance Buildings and Grounds line (8321). Robbie Reisman seconded the motion. Motion passed, 5-0-0. Jen Jobin made a motion to hire Stanley Elevator to refurbish the elevator doors for \$10,970 to be paid out of the Buildings line (8502). Robbie Reisman seconded the motion. Motion passed, 5-0-0.
- The board discussed the sprinkler system. Yvette is working with Kelly to contact the sprinkler contractor.

**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 Default Budget: Deb Coville gave an update on the default budget and cuts made to the proposed budget. The Board discussed two staff grievance letters that were received that pertained to the budget cuts.

Robbie Reisman made a motion to direct Deb Covell to draft letters to address the two staff grievance letters within a 14-day timeframe. Molly Mortimer seconded the motion. Motion passed, 5-0-0.

C. Policy Review

- ILL Policy – Deb Covell made a motion to accept the proposal to charge fees for out of state ILL mailing. A \$5 flat fee will be charged for each and will be deposited into the Fines account. Janet Krupp seconded the motion. Motion passed, 5-0-0.
- Deb Covell made a motion to accept the updated ILL Policy with the proposed changes. Molly Mortimer seconded the motion. Motion passed, 5-0-0.
- Circulation Policy – Deb Covell made a motion to accept the updated Circulation Policy with changes noted. Molly Mortimer seconded the motion. Motion passed, 5-0-0

- Fee Schedule – Deb Covell made a motion to accept the updated Fee Schedule. Robbie Reisman seconded the motion. Motion passed, 5-0-0.

D. Grants – Jen and Janet updated on the meeting held with Yvette and Jen.

### **Director’s Report**

#### *Acceptance of Gifts*

Deb Covell made a motion to accept a donation of a book entitled “Alcoholics Anonymous, 4<sup>th</sup> Edition” from Merrimack resident Sarah Collins. Janet Krupp seconded the motion. Motion passed, 5-0-0.

Deb Covell made a motion to accept a donation of a “card shuffler” from Merrimack resident Judith Gray. Janet Krupp seconded the motion. Motion passed, 5-0-0.

Deb Covell made a motion to accept a donation \$50 from the Merrimack Garden Club for children’s books that are garden related. Robbie Reisman seconded the motion. Motion passed, 5-0-0.

Yvette and Janet reviewed spending of the Trust Funds money.

MPL was nominated for Nonprofit of the Year by Chamber of Commerce. The board discussed who will attend.

Deb Covell made a motion to authorize Yvette to purchase up to 8 tickets for the Chamber of Commerce dinner out of Special Passport funds. 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* – Deb gave an update.

C. *MPL Development Fund* – Jen attended 4/22/24 and shared an update.

D. *Town Center Committee* – Jen Jobin attended their May meeting. She shared an update.

### **LBOT Committee Updates**

A. *Personnel Committee* – Discussion of next steps for the creation of the Director’s goals for the year.

B. *Finance Committee* – Janet and Deb met 5/13. They shared an update with the board.

C. *Building Committee* – all covered above.

### **Treasurer’s Report**

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

Janet Krupp made a motion to accept \$44.57 of anonymous donations for the month of April. Robbie Reisman seconded the motion. Motion passed, 5-0-0.

Janet Krupp made motion to pay \$33.02 out of DCU for promotional pencils.

### **Acceptance of Minutes**

Deb Covell made a motion to accept the 4/16/24 public minutes. Molly Mortimer seconded the motion. Motion passed, 5-0-0.

Deb Covell made a motion to accept the 4/16/24 non-public minutes. Molly Mortimer seconded the motion. Motion passed, 5-0-0.

Deb Covell made a motion to accept the 4/23/24 public minutes. Janet Krupp seconded the motion. Motion passed, 4-0-1.

Deb Covell made a motion to accept the 4/25/24 public minutes. Janet Krupp seconded the motion. Motion passed, 3-0-2.

### **May Action Items**

- A. Yvette will begin the RFP process for the chiller replacement project.
- B. Yvette will continue to reach out regarding the sprinklers.
- C. Yvette will get an explanation of why the hourly wages are decreasing on the general ledger.
- D. Yvette will share the spreadsheet with salary comparisons with the trustees.
- E. Janet will work on setting up Square to go to correct accounts.
- F. All trustees – subgoals to Ruthmarie and Molly by June 30th
- G. Deb will write letters to two staff members
- H. Yvette will move forward with the slate roof project.
- I. Yvette will move forward with the elevator doors project.

### **Upcoming events**

- A. GMSVCC Chamber of Commerce Annual Awards Dinner 6.3.2024 @ 5:30 pm, The Event Center @ Hampshire Hills – RSVP and purchase tickets by May 30.
- B. NHLTA Conference, 6.5.2024 @ 7:45 am - 3:15 pm, Grappone Conference Center, Concord
- C. Friends of the Merrimack Public Library, 6.10.24 @ 7 pm, Director's Office or Zoom
- D. MPL Board of Trustees, 6.18.24 @ 7 pm, Merrimack Memorial Room, Town Hall Complex
- E. Friends of the Library June Book Sale Sat. 6.22.24, 9-2 pm; Members Only Pre-Sale and Annual Meeting Fri. 6.21.24 @ 5:15-7 pm.
- F. MPLDF Committee, 7.22.24 @ 5 pm, Lowell Room

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

Deb Covell made a motion to adjourn at 8:58 pm. Robbie Reisman seconded the motion. Motion passed, 5-0-0.

Meeting adjourned at 8:58 pm.

*Approved 6/18/24*