

Merrimack Public Library Board of Trustees Meeting Minutes
June 18, 2024 | Merrimack Town Hall Memorial Room

Present: Trustees: Debra Covell (Chair), Janet Krupp (Treasurer), Molly Mortimer (Secretary) Library Staff: Yvette Couser Library Director

Deb Covell called the meeting to order at 7:04 pm.

Deb Covell led the Trustees in the Pledge of Allegiance.

Jennifer Jobin has started a position as Merrimack Town Councilor and has sent a letter of resignation from the Library Board of Trustees role. This move creates an open position on our Board.

Molly Mortimer is nominated as secretary in a motion by Deb Covell, Second Janet Krupp. Motion passed 3-0-0.

Old Business

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

B. SMP - no update

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

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

- Tree behind shed - Yvette stated desire to remove before damage furthers. Quote to be obtained from suggested town vendors.
- Children's room electrical is completed.

New Business

A. FY 2023-24 Budget: The Board reviewed the General Ledger, Invoice Manifest and Open P.O.s and discussed. Discussed Line 38 of \$12,000 which is added to overall budget.

B. FY 2023-24 Year End Expenditures: Yvette described items that have been ordered and suggested purchase items. Deb Covell motion to authorize staff to purchase items on Year End Expenditures list not to exceed \$12,500. Molly Mortimer seconded, motion passed 3-0-0.

C. Policy Review

- Programming Policy – Deb Covell made a motion to accept policy, Janet Krupp seconded. Motion passed, 3-0-0.
- Reconsideration of Library Resources Policy – Deb Covell made a motion to accept the updated Reconsideration of Library Resources Policy. Janet Krupp seconded the motion. Motion passed, 3-0-0.
- Reconsideration of Library Resources Form Deb Covell made motion to accept, Janet Krupp seconded, passed 3-0-0.

D. Grants – will need to discuss this open role when full board returns.

Director's Report

Yvette and Janet reviewed the Trust Funds money.

Retro commissioning report update provided; will need mechanical contractor(s) outreach per recommendation for valve fixing ahead of chiller replacement. Some items have been covered by library staff for completion. Chiller needing proposal and is in progress.

Deb Covell motioned to not renew Princh printing agreement. Janet Krupp seconded, passed 3-0-0.

Committee Updates

- A. *Building Exploratory Committee* – no update.
- B. *Friends of the Merrimack Public Library* – Library sale and Friends annual meeting this weekend; no other updates.
- C. *MPL Development Fund* – no update, did not meet.
- D. *Town Center Committee* – No update.

Treasurer's Report

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

Janet Krupp made motion to accept \$28.71 in anonymous donations. Deb Covell seconded; motion passed 3-0-0.

LBOT Committee Updates

- A. *Personnel Committee* – If there are any subgoals from the Board, please send by end of month to Ruthmarie and Molly. Library Director job description update will be occurring as discussed.
- B. *Finance Committee* –Square terminal update provided as well as the disposition plan of spare register. Salaries and draft prior to budget work initiating – goal to address staff plan for awareness.
- C. *Building Committee* – no update.

Acceptance of Minutes

One edit April to May action items. Deb Covell made a motion to accept the 5/21/24 public minutes. Molly Mortimer seconded the motion. Motion passed, 3-0-0.

6/11/24 Strategic plan mtg minutes; Deb Covell made motion to accept; Janet Krupp seconded, motion passed 3-0-0.

June Action Items

- A. Yvette to post notice of Board of Trustees open position.
- B. Yvette will contact tree vendors regarding removal including quotes.
- C. Yvette will send salary list to all trustees.
- D. Yvette will reach out to mechanical contractor(s).
- E. Yvette and Janet will connect on Square.
- F. Janet and Deb will meet on salary restructure.
- G. All trustees – any subgoals to Ruthmarie and Molly by June 30th

Upcoming events

- A. 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.
- B. MPL Board of Trustees, 7.16.24 @ 7 pm, Merrimack Memorial Room, Town Hall Complex
- C. MPLDF Committee, 7.22.24 @ 5 pm, Lowell Room
- D. 6.27.24 Hot dogs for ALZ event, Library participating

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 7:58 PM. Deb Covell made a motion, Janet Krupp seconded the motion. Motion passed on a roll call, 3-0-0.

The Board returned to public session at 8:22 PM.

Deb Covell made a motion for bonus to library staff for outstanding performance, Stefanie Binette (\$200 after tax) in recognition of website work and Dina Metivier (\$100 after tax) in recognition of work on policy manual. Janet Krupp seconded, motion passes 3-0-0.

The library will be open on 6.19.24 as a cool station courtesy for the Town during a heat wave. Deb Covell motioned for staff to receive holiday pay plus hourly rate for hours worked on this date. Janet Krupp seconded, motion passed 3-0-0.

Deb Covell made a motion to encumber any remaining amount into buildings line 158502, Janet Krupp seconded, motion passed 3-0-0.

Deb Covell made a motion to adjourn at 8:43 pm. Janet Krupp seconded the motion. Motion passed, 3-0-0.

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