

**Board of Trustees  
Merrimack Public Library  
Merrimack, NH  
Meeting Minutes July 23, 2019**

**Present:** Trustees: Debra Covell, Karen Freed (Secretary), Janet Krupp (Treasurer), Lora Philp, Janice Tibbetts, Library staff: Yvette Couser (Director)

**Treasurer Janet Krupp led the Pledge of Allegiance and called the meeting to order at 7:22 PM.**

**Introduction of Guests and Public attendees – none**

**Appointments – none**

**Public Hearing – none**

**Old Business –**

- A. Stibler Space Program/Joint Board officers meeting update: no new report.
- B. Trustee Goals- Building Committee purpose statements and Personnel Committee purpose statements will be presented in August. Section one and two will be reviewed at the August meeting.
- C. June Action Items- Debra Covell will review section 1 and 2 of the LBOT Manual and will have it available electronically for changes and corrections. Changing election dates for LBOT is being investigated and will be discussed. Should there be a vice chair or a co chair?

**New Business –**

**A. Policies-** Acting Director Rider Policy/ DRAFT- There was a short discussion of circumstances when the Rider would be used and whether there should be extra compensation. The Board will discuss this later tonight in non-public session.

**Operating Budget –**

- A. **June 2019 General Ledger-** The ledger reflects the end of the fiscal year. The Director met with Department Heads and money is encumbered for future purchases. The Tech Services personnel change is allowing reallocation of some hours. End of year budgeting has been decided.
- B. **June 2019 Invoice Manifest-** The usual May expenses were on this month's manifest.
- C. **Year end expenditures –** There is about \$40,000 left in the 2018-19 budget. The Department heads have submitted their requests to prioritize and allocate the final funds. All funds have been encumbered,
- D. **FY 2020-21 Budget Draft-** Should the budget be addressed earlier? Should staff be evaluated during a specific period of time instead of on anniversary dates? If budgets and evaluations were considered during April, May, and June, it would allow evaluations and raises to be considered and budgeted for.

**Director's Report –** The Director, Yvette Couser, submitted her monthly report:

*Acceptance of gifts:*

- **Debra Covell moved, and Lora Philp seconded, that the Trustees accept \$243.00 of Altitude Trampoline Park 30 minute jump passes from Perry Radford of Edward Jones Investments, of Merrimack to be used as prizes for the Youth Services Summer Reading Program. The motion passed 5-0-0.**

- **Karen Freed moved, and Lora Philp seconded, that the trustees accept four 3-month Family memberships to the Merrimack YMCA to be used as prizes for the Adult Summer Reading Challenge and the Youth Services Summer Reading Challenge. The motion passed 5-0-0.**
- **Janet Krupp moved and Debra Covell seconded, to accept the donation of a Document Viewer by Mary Normandin. The motion passed 5-0-0.**

*Personnel :*

- **Lora Philp moved that the Trustees hire Dan Joseph as the 20 hour/week PT Circulation Aide, pending background check, and Janet Krupp seconded. The motion passed 5-0-0.**
- **Lora Philp moved that the Trustees hire Chris Puzzo as the 17 hour/week PT Circulation Aide, pending background check, and Janet Krupp seconded. The motion passed 5-0-0.**
- **Lora Philp moved that the Trustees hire Casey Bernard as the FT Library Assistant, pending background check, and Janet Krupp seconded. The motion passed 5-0-0.**
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*Building :*

- The North stairway is being redone to change the drainage. We still have to be sure the door still serves as an emergency exit. See Maintenance Project List.

*Grants:*

- None this month.

*Department Updates:*

*Maintenance:*

- Monday June 30 was Jered's first day as a full-time employee and is performing the daily cleaning tasks as well as the maintenance tasks. He is particularly busy maintaining the grounds during the summer.
- Custom Electric provided a quote for a variety of work that totaled \$3,300. This will be paid with leftover funds from FY 18-19.
- OneSource Security replaced a camera that was malfunctioning.
- Jared has been helpful troubleshooting a variety of computer issues.
- Jered is coordinating with Youth Services to support several large scheduled events during the summer.
- Following a toilet blockage on 7/8/19 Jered and the Director will meet with the town's sewer inspector to determine how to attack and avoid future problems.

*Administration:*

- Joanne partnered with Squad Leaders to complete Summer Teen Squad interviews. The program will start the first week of July.
- Joanne participated in interviews for two Circulation part-time positions and the full-time Adult Services position.
- Joanne created Purchase Orders for items related to year-end spending; facilitated the beginning of ordering for several of those items.
- With the help of many staff, we successfully executed a Kentucky Derby-themed retirement party for Lee Gilmore.

#### Circulation:

- The final order of bookends for the non-fiction collection has been shipped and will be installed when they arrive.
- Overhead signs in the non-fiction section have been placed in an effort to make the Dewey Decimal System more user friendly. These signs are a first step to making the collection more noticeable and usable by patrons. The signs will evolve with comments and thoughts from patrons.

#### Adult Services:

- Periodical Storage clean up in process – Brendan has been working on “Adult Services” collection areas and assessing the printers and other equipment with Jered.
- Working with Able Ebenezer for a potential trivia night event- Able Ebenezer reached out to the Library to create unique trivia questions because they previously were using questions from a trivia website that participants could also access.
- Hoopla checkout limit is now officially 4 per month.
- First NH Humanities program on Tuesday, July 16, 6:30 pm : Documentary filmmaker John Gfoerer will be presenting on TV and Manipulation.

#### Youth Services:

- Summer Reading participants have logged 2657 hours so far; we’ve had 109 program completions across the Early Literacy, Children’s, and Teen reading programs.
- Teen Squads have completed their second week and are advancing in their projects for the summer.
- Story times started on June 24. We’ve had 147 people in story times so far in July and 244 people in story times since the start of this session.
- Our Summer Reading Kick-off Concert was a huge hit! The Toe Jam Puppet Band’s amazing energy and silly songs delighted over 250 attendees.
- Mr. Aaron came to the library to perform a concert last Tuesday. All 32 participants were dancing and singing along for the whole hour. His visit was funded in part by the KBA Grant.

#### Technical Services:

- Sheila and Jen are preparing for the Fiscal Year “rollover” – the close of FY 18-19 and the start of FY 19-20.

#### *Library Consortium Updates-*

GMILCS –next meeting 8/15

Hillstown – next meeting 9/6

Urbans- next meeting 9/27

#### *Town-*

- No report.

#### *Correspondence-*

- none

## **Treasurer's Report –**

### **A. Balance Sheets for June, 2019 -**

Fines Balance 6/1/2019	\$12,593.79	Fines Balance 6/30/2019	\$13,058.10
Special Balance 6/1/2019	\$11,279.51	Special Balance 6/30/2019	\$11,687.24

**B. Trustee Budget 18/19 –** The actual numbers in the first year of Trustee budgets have to be adjusted. Fines income and donations are decreasing.

**Janet Krupp made a motion to move \$8,941.90 from the Fines savings account to the fines checking account to cover expenses, and Debra Covell seconded. The motion passed 5-0-0.**

**Janet Krupp made a motion to move \$1,612.76 from Special savings to Special checking to cover expenses, and Lora Philp seconded. The motion passed 5-0-0.**

- C. Trustee Budget 19/20 –** Cloud and Centerpoint Large Print expenses are still unclear. Check these expenses for actual usage in September. The September expenses will be then be clear whether \$6,000 would be adequate to set aside. This would be in Fines. (see action items)

**Janet Krupp moved that we accept the values of the 19/20 proposed budget with possible future changes to the Fines Materials line (to be submitted in the September meeting), and Karen Freed seconded. The motion passed 5-0-0.**

## **Acceptance of Minutes-**

- 1. Lora Philp moved and Debra Covell seconded to accept the corrected June 18, 2019 Public Meeting Minutes. The motion passed 5-0-0.**
- 2. Lora Philp moved and Janet Krupp seconded to accept the June 18, 2019 Non Public Meeting Minutes. The motion passed 5-0-0.**

## **Committee Updates-**

**A. Friends of the Merrimack Public Library –** The September Book sale has been moved to later in the month to allow residents a chance to adjust to the new school year, The dates will be September 21 and 22. The Friends may use Square to accept credit cards for Book Sales and possibly for the Author Series. No credit cards for the Turkey Shoot – gambling. The Turkey Shoot committee will meet to begin planning on September 4.

**B. Merrimack Public Library Development Fund –** no meeting

**C. Town Center Committee –** The state will be constructing Watson Park Sluiceway to have completed design by year-end. Souhegan Trail Construction to be complete in 2020. Add to the Town website that TCC is looking for a Chamber of Commerce rep and a Town Council rep to join the committee.

## **LBOT Committees-**

**A. Personnel/HR Committee –** no meeting

**B. Investment Committee –**no meeting

## **Action Items –**

1. **Review and rewrite purpose statements for Personnel, and Building Committees- participants: committee members Timeline- August**
2. **Review Trustee Manual - Sections 1&2; Participants: all trustees; August**
3. **Review COLA raises for staff Participants: Treasurer & Director Timeline- August**
4. **Determine if LBOT elections need to be restructured and how that should happen Participants: Debra, Trustees, Director Timeline-August**
5. **DIRECTOR – at Dept. head meeting discuss moving staff evaluations to April, May, June**
6. **DIRECTOR -At August meeting ask Dept. Heads if \$6000 proposed in Trustee FY 19/20 Budget in Fines is enough for Centerpoint Large Print and Cloud. Bring usage stats and how much Merrimack has paid in.**
7. **DIRECTOR – contact granite sign vendor.**
8. **DIRECTOR – pay finance charges out of same line as the invoice.**

**Calendar-**

- A. July 30 7:00pm, Library, Secret Life of Library Books: Beyond Books: Circulation ILL
- B. August 20, 7pm Town Hall, Merrimack Memorial Room, LBOT monthly business meeting

**Comments from the Press, Public, and Board members- none**

**Lora Philp moved that the Board of Trustees enter non public session in accordance with RSA 91-A:3(a) Personnel and Janet Krupp seconded at 9:30 pm. A roll call vote passed the motion 5-0-0.**

Janet Krupp moved to return to public session and Debra Covell seconded. The roll call vote at 9:59 pm was 5-0-0.

**Other Business-**

**Voting a new LBOT Chair – Janet Krupp asked for a nominee or volunteer for the position of Chair of the Board of Trustees. Debra Covell volunteered and Janet Krupp seconded. The vote passed 5-0-0.**

**Adjournment:**

**Karen Freed moved, and Debra Covell seconded, to adjourn. The motion passed 5-0-0. The meeting adjourned at 10:08 PM.**

**Approved 8/20/19**

