

**Board of Trustees
Merrimack Public Library
Merrimack, NH
Meeting Minutes August 20, 2019**

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

Excused: Lora Philp

Trustee Chair Debra Covell led the Pledge of Allegiance and called the meeting to order at 6:59 PM.

Introduction of Guests and Public attendees – none

Appointments – none

Public Hearing – none

Old Business –

- A. Stibler Space Program/Joint Board officers meeting update: It is planned to set a date for a Joint Board Officers meeting in October.
- B. Trustee Goals Update- No old Trustee goals or Action Items from July. All Trustee Committee purpose statements are submitted.
- C. July Action Items- After review of section 1 and 2 of the LBOT Manual: the example of an agenda will be flexible, since it is only intended to be a sample of a timeline for LBOT activities. Further discussion of sections of the manual and revisions will be continued at a future meeting.

Changing election dates for LBOT is being investigated and will be discussed in the future.

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. The Acting Director will be a finance substitute signature when the Director is absent. The Office Manager will approve the expenditure. There is an appointed alternate for GMILCS through letters to the Secretary of GMILCS.
- B. **Policy**- *SEPT. ACTION ITEM- Review the Trust Fund and non Trust Fund Investment policies.
- C. **FY 18/19 Statistics Review –** There are many formats and categories that have been used to report statistics* SEPT. ACTION ITEM- Review graphic displays of statistics handed out and decide on the best formats and categories for the quarterly report to the trustees. Consider old and new formats and categories.

Operating Budget –

- A. **July 2019 General Ledger**- The ledger reflects the beginning of the fiscal year. New purchase orders are being created.
- B. **July 2019 Invoice Manifest**- Two more Notaries are being added. A third new staff member has also expressed an interest in applying to become a notary.
- C. **FY 2020-21 Budget Draft**- No discussion needed at this time.

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

Acceptance of gifts:

- Alex Latzko and Bridget Boyle donated \$100 to the library; undesignated. **Karen Freed moved and Janet Krupp seconded that we accept the \$100 undesignated donation. The motion passed 4-0-0.**
- MUES students Emily Doyle, Gabriela Jimeno, Alana Lord, and Addie Powers donated a ceramic Hogwart's Castle (Ceramic Club at MUES). **Debra Covell moved and Janet Krupp seconded to accept the ceramic Hogwart's Castle. The motion passed 4-0-0.**

Personnel :

- **Janice Tibbetts 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.**
- The 17 hour/week PT Circulation Aide position remains open and the library is accepting applications until 8/19 or until the position is filled.

Building :

- See Maintenance Project List

Grants:

- None this month.

Department Updates:

Maintenance:

- Ongoing plumbing problems are being addressed. The Library will hire a plumbing company to snake a camera through the drains in order to have a record of all pipes' condition. Also, the library will purchase a large snake so Jered will be able to provide preventative and emergency maintenance.
- The impatiens at the north end were not doing well and Depot Farm Stand was consulted. They were replaced with Coleus and Torenia.
- Custom Electric did several small electrical projects replacing exit signs and outdoor lighting. This was paid for with 18-19 funds.
- The window project in the Children's Room is expected to begin in late August or September. Jared and Emily are working on a plan.
- Ferman Fabrics recovered 16 of the "restaurant" chair seats. This was paid for with 18-19 funds.

Administration:

- Arefe now works all her hours in Administration. She will be trained to cover reference as needed.
- Yvette participated as the 470 Society Teen Squad Leader. The Squad learned about collection development and curated a donation of books to house in "Little Free Libraries" around town in the next few weeks.
- Yvette appeared on "Books & Crooks Radio Program representing the MPL.
- Jennifer Greene had completed her tenure as Acting Director, which includes serving as GMILCS Board alternate. Jennifer Stover has been appointed as the Acting Director and GMILCS Board alternate.
- Orientation and On-boarding has been provided for new hires.

- Compilation of year end statistics and 10 year comparison data sheet for staff.
- Providing training for Jen Stover who will hold the Acting Director rider for the next 12 months.

Circulation:

- We are looking into offering Series Concert passes at a discounted rate (\$10 each) courtesy of a new Symphony New Hampshire program. The program offers passes in an effort to provide better access to the arts.
- July's museum pass reservations and checkouts were the highest they've been since 2014 at 199.
- Library Card Sign up month is coming in September. Once again we will participate in the Granite State Library Card Challenge. We will be running a raffle for card sign ups – two winners will be chosen to receive a gift basket full of movies, books, and an Amazon gift card.

Adult Services:

- Casey Bernard is continuing her training.
- Arefe is starting her reference training.
- Sheila and Jen Stover will be starting their Reference Training.
- Purchased new Nintendo Switch games.
- Max participated as the Gamers Guild Teen Squad leader. The Guild catalogued several board and card games from a large anonymous donation; these games are now available to check out.

Youth Services:

- Thanks to Summer Intern Kristen Russell, whose last day was August 16th. She was a great fit in the Department and successfully ran two of our Story-time in the Park sessions.
- Cathy served as the Storytime Squad Leader. The Storytime Squad created and led preschool storytimes at Veteran's Park.
- We are making plans to prepare for the upcoming window construction project.
- The Teen Squad Mini Conference is August 16th. Teens will be presenting their projects to the community.

Technical Services:

- Sheila has transitioned from covering in Circ to working all her hours in Tech.
- The FY 2019-20 rollover in Polaris went smoothly. There are 2 new funds: Library of Things and Adult Graphic Novels.
- The New State Catalog is coming. The Executive Council approved a contract will Auto-Graphics; NHU PAC is finally being replaced.
- Jen has been working with Kevin in GMILCS on linked data – this will enable MPL to become one of the first hits of a Google search if we have something in our collection related to it.

Library Consortium Updates-

GMILCS –next meeting 9/19

Hillstown – next meeting 9/6

Urbans- next meeting 9/27

Town-

- The CIP is due September 30; Draft budgets will be sent in September to the departments.

Correspondence-

- none

Treasurer's Report –

A. Balance Sheets for July, 2019 -

| | | | |
|--------------------------|-------------|---------------------------|-------------|
| Fines Balance 7/1/2019 | \$13,058.10 | Fines Balance 7/31/2019 | \$22,701.38 |
| Special Balance 7/1/2019 | \$11,687.24 | Special Balance 7/31/2019 | \$12,819.36 |

These balances include the additions voted on last month.

B. Trustee Budget – *SEPT. ACTION ITEMS – 1. Consider transferring \$10,000 into Fidelity Blue Chip or Nasdaq, or 1/2 and 1/2, to grow the Fines Account. 2. Review the Trust Fund and non Trust Fund investment policies.

Acceptance of Minutes-

1. **Debra Covell moved and Janet Krupp seconded to accept the July 23, 2019 Public Meeting Minutes. The motion passed 4-0-0.**
2. **Janet Krupp moved and Karen Freed seconded to accept the July 23, 2019 Non Public Meeting Minutes. The motion passed 4-0-0.**

Committee Updates-

- A. **Friends of the Merrimack Public Library –** No meeting.
- B. **Merrimack Public Library Development Fund –** Next meeting September 16.
- C. **Town Center Committee –**Next meeting August 23.

LBOT Committees-

A. Personnel/HR Committee – no meeting

B. Finance Committee –discussed investing Fine money and reviewing Trust and non Trust investment policies.

C. Building Committee – Purpose of committee was discussed with the Director and Office Manager. Their role would mainly involve big upcoming projects that would be in the CIP. *SEPT. ACTION ITEM- The Building Committee will come to the LBOT Sept. meeting with recommendations for moving up or modifying projects on the CIP (if any).

Action Items –

1. **Review COLA raises for staff Participants: Treasurer & Director Timeline- Ongoing**
2. **Determine if LBOT elections need to be restructured and how that should happen. Participants: Debra, Trustees, Director Timeline-Ongoing**
3. **Review the graphic displays of Library statistics and decide on the form that will be required for quarterly presentation to Trustees. Choose new or old formats and categories. Timeline- Sept.**
4. **Consider a transfer of \$10,000 into Fidelity Blue Chip or Fidelity Nasdaq funds in order to grow Fines accounts. Timeline- Sept.**
5. **Building committee will report on big projects that may need to be moved or modified before the CIP due date of Sept. 30. Timeline – Sept.**

6. Review Trust fund and non Trust fund investment policies. Timeline-Sept.

Calendar-

- A. Sept 16 at 6 pm, Director's Office, Library, MPLDF Committee Meeting
- B. Sept 19 at 7 pm, Matthew Thornton Room, Town Hall Complex, Library Board of Trustees Meeting
- C. Sept 21 & 22 FOL Fall Book Sale, Presale Sept 20
- D. Sept 24 at 7 pm, Lowell Room, Secret Life of Library Books: Collection Development (No Aug Meeting)
- E. Sept 25 at 7 pm, MHS Little Theater, Chris Bohjalian "Fiction as Activism"
- F. Sept 30 at 7 pm, Director's Office, Library, Friends of the Library Board Meeting

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

Karen Freed moved that the Board of Trustees enter non public session in accordance with RSA 91-A:3(a) Employee compensation and Janet Krupp seconded at 8:29 pm. A roll call vote passed the motion 4-0-0.

Janice Tibbetts moved to return to public session and Janet Krupp seconded. The roll call vote at 9:40 pm was 4-0-0.

Other Business-

Janet Krupp moved that the Trustees accept the Acting Director Rider policy, with the changes discussed. Janice Tibbetts seconded and the vote passed 4-0-0.

Adjournment:

Janet Krupp moved, and Janice Tibbetts seconded, to adjourn. The motion passed 4-0-0. The meeting adjourned at 9:41 PM.

Accepted September 19, 2019