

**Board of Trustees
Merrimack Public Meeting
Merrimack, NH
Public Meeting Minutes via ZOOM
April 21, 2020**

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

Trustee Chair Debra Covell called the meeting to order at 2:03 PM.

Introduction of Guests- There were no guests.

Appointments - none

Public Hearing - none

Old Business –

February/

March Action Items :

1. Revise Trustee Secretary Job Description to include the purchase of cards, gift-cards, add to the Trustee Manual and update the index when needed. The Chair and Secretary will work on this. Ongoing
2. To determine if LBOT elections need to be restructured. Ongoing
3. Debra Covell will notify the Board of Trustees when a meeting date is set regarding the Request for Proposal. Completed in March
4. Lora Philp will combine the Appeals policy and the Trustee Guidelines for Complaints. Ongoing from Feb.
5. Janice Tibbetts will present model example of the Library Calendar. Ongoing from Feb.
6. The Treasurer will correct deposit errors by moving funds to the correct accounts. Completed in March
7. The Director will investigate petty cash procedures. Completed in March

Additions to the Museum Passes

1. Battleship Cove and Nashua Silver Knights passes are on hold since the virus. Discussion is suspended until further notice. TABLED

New Business –

1. Policies -The Patron Code of Conduct will need to be updated as the library reopens. Should masks be required? What would guidelines be? Is moving furniture needed? How long should patrons be allowed to be in the building or should they be allowed in the building? There should be an addendum to cover temporary changes

while there is a gradual reopening. A policy is needed to be able to enforce patron and staff protection.

2. Should we continue actions currently in place until the May 4 deadline or reconsider at the April 28 meeting? The Board agreed to discuss reopening safety at the April 28 meeting.
3. A new policy allowing patrons to take steps to appeal a grievance to the Board of Trustees was proposed. The grievance should be made in writing. It was agreed to TABLE this for a future meeting.

Operating Budget –

- A. The March 2020 Ledger and Invoice Manifest were not discussed.

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

Acceptance of Gifts

None

Personnel-

No Changes

Grants – none

COVID – 19

- NH State Library Task Force to research and recommend best practices and guidelines to reopen to the public. Updates for rules and regulations regarding patron behavior need to be developed. TABLED
- There has been no communication from the Town regarding the proposed budget.
- Updating staff and patron computers is an ongoing project in order to meet the Windows 10 deadlines. TABLED
- There is a proposal for the library to purchase Biblioboard. The library is currently in the midst of a thirty-day free trial. It would increase our digital offerings and would help the local history COVID 19 project. Trustee funds would pay for this. The Board requested that the one month free trial be extended so that the Trustees could address this in May. ACTION ITEM
- Diane Assai from the Garden Club emailed that the Garden Club is going to clean up the library grounds and plant annuals while practicing social distancing. \$100 is usually allocated for garden club expenses. Debra will send a thank you note and Yvette will request receipts for planting expenses. ACTION ITEM

Janice Tibbetts moved, and Janet Krupp seconded, that \$100 be allocated to the Merrimack Garden Club. A roll call vote passed the motion 5-0-0.

Maintenance

- Granite sign update – messages left with the vendor have not been answered. Contact by mail also brought no response. This will now be added to the building project spreadsheet so it can be tracked.

- Merrimack Garden Club will be doing their annual spring cleanup. They will be consulted concerning the installation of the granite sign.

Administration

- The Director has extended the Mail-hold service with the Post Office. Department Heads pick up mail several times weekly and process it as usual.
- The Director has held several successful ZOOM meetings with the Writers Group and the All employment searches are on hold during the closure.

Circulation

- Arefe is transitioning to her new role as Circulation Head. She is in frequent touch with the Circ staff and holds meetings as needed. She monitors mail and online card registrations and contacts patrons to issue them a permanent card that will provide more access to digital resources.

Adult Services

- Max has created an Air Table account for intra-library communications and staff has been training on this. Max, Casey, and Angela have been working on training, projects, and training videos.

Youth Services

- Cathy and Jenny have been providing online story time through Facebook and Instagram.

Technical Services

- The staff is coordinating to be in the library alternately during the closure. Some projects are better suited to work on in the building. Staff continues to work on collection development by selecting, ordering, and processing materials.

Regional Consortium/Co-op Library Board Updates

- GMILCS virtual meeting 4/16/20
- Hillstown – not meeting
- ULAC- Virtual meeting on Fridays
- NHLA – virtual meeting 4/14/20

Treasurer's Report-

A. Balance Sheets for March, 2020

Fines Account (3/31/20) 14,647.56 (3/31/20) 11,927.56

Special Account (3/31/20) 31,213.93 (3/31/20) 34,556.62

B. The Treasurer would like the Director to investigate a different online payment system, since the one we are presently using has only made \$100 for the library in the last five years. Yvette would need to get in touch with other GMILCS libraries to find out what systems they are using. This was instituted as a convenience so that people would pay their fines. ACTION ITEM

C. Yvette will research how often copiers are replaced. A new copier would likely be less complicated to use. Could we raise the price on copies? What systems do other libraries use? Fax is presently not available at the library. ACTION ITEM

- D. Janet Krupp moved that a non-resident fee of \$100 be moved from the Fines account into Special and Lora Philp seconded. A role call vote of 5-0-0 approved the motion.**

Acceptance of Minutes-

- A. Debra Covell moved to accept the February 12 public meeting minutes and Janet Krupp seconded. The motion passed with a role call vote 5-0-0.**
- B. Janice Tibbetts moved to accept the March 3 non- public meeting minutes and Lora Philp seconded. The motion passed in a role call vote 5-0-0.**
- C. Debra Covell moved, and Janet Krupp seconded, to approve the March 16 public minutes. The motion passed in a role call vote 5-0-0.**
- D. Lora Philp moved and Debra Covell seconded to pass the March 16 non-public minutes. The motion passed with a role call vote 5-0-0.**
- E. Janet Krupp moved and Debra Covell seconded, to approve the March 17 non-public meeting. The motion passed with a role call vote 5-0-0.**
- F. Debra Covell moved to approve, with corrections, and Lora Philp seconded the April 3 Public minutes. The motion passed with a role call vote 5-0-0.**
- G. Debra Covell moved to approve the April 3 non-public minutes, with corrections, and Lora Philp seconded. The motion passed with a role call vote 5-0-0.**

Committee Updates

- A. Building Exploratory Committee- no report**
- B. Friends of the Merrimack Public Library- no report**
- C. Merrimack Public Library Development Fund Committee- no report**
- D. Town Center Committee-no report**

LBOT Committees

- A. Personnel Committee- no report**
- B. Building/Maintenance Committee-no report**
- C. Finance Committee – Discussion of updating and revision of Guidelines for Management of Library Funds document. ACTION ITEM**
- D. 3D printer needs replacement. The Hookset Friends have been paying for theirs. Yvette will approach the Friends for funding.**

Tabled Items-

- Discussion of adding Battleship Cove and Nashua Silver Knights passes to the library has been tabled.
- Discussion of updating of staff and patron computers to Windows 10 has been tabled.
- Discussion of Rules for Patron Behavior during the reopening of the library has been tabled.

Review April Action Items

- The Chair and the Secretary will update the Trustee Manual and index.
- Lora Philp will combine the Appeals Policy and the Trustee Guidelines for Patron complaints.

- Janice Tibbetts will present a model example of the Library Calendar. Ongoing
- Yvette and Max will investigate extending the one month free trial of Biblioboard to present its usefulness at the May meeting.
- Debra Covell will send a Thank You to the Merrimack Garden Club and Yvette will request receipts from Diane Assai.
- Investigate a different, less expensive online fines provider by checking with other GMILCS libraries. Yvette.
- Research a new less complicated copier. Yvette
- Revise Trustee Guidelines for the Management of Library Funds. Finance Committee

Upcoming Events

- A. Friends of the Library Board Meeting, TBA
- B. Library Board of Trustees Business Meeting, via ZOOM, May 19, 2020, 2:30?
- C. MPL Development Fund Committee, April 29 via ZOOM
- D. Town Election have been changed to June 23
- E. National Library Week - April 19-25

Comments from the press, public, and Board members –none

Janice Tibbetts moved, and Debra Covell seconded, to adjourn. The motion passed 5-0-0 at 4:54 PM.

Accepted 5/19/2020