

**Board of Trustees  
Merrimack Public Library  
Merrimack, NH DRAFT  
Meeting Minutes September 19, 2019**

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

**Trustee Chair Debra Covell led the Pledge of Allegiance and called the meeting to order at 7:02 PM.**

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

**Appointments – none**

**Public Hearing** – A notice of Public Hearing was published in the September 6 Manchester Union Leader to allow input from the public regarding a donation of \$5,000 from DCU. With no members of the public present, **Janet Krupp moved that the Library accept a donation of \$5,000 from DCU and Lora Philp seconded. The motion passed 5-0-0 along with the Board of Trustees thanks to DCU.**

**Old Business –**

- A. Stibler Space Program/Building Exploratory Committee meeting update: Victoria Agnew is the new Chair of the Friends of the Merrimack Public Library. Debra Covell is the new Chair of the Merrimack Public Library Board of Trustees. The committee agreed that they would meet with three architects to discuss the Stibler Space Study potential costs and whether the plan is feasible. Also the architects would be asked individually what they would recommend. Trustees are invited to attend these meetings. ACTION ITEM - Let Yvette know which evenings in October would be best for this/these meeting(s).
- B. FY 2018-2019 Statistics Review – The new statistics poster will be displayed in the library and in the annual report. The spreadsheet of statistics has been updated. The new spreadsheet will be presented quarterly for a statistical review by the LBOT. ACTION ITEM completed.
- C. 2019-20 CIP due September 30 – The Capital Improvement Plan has been updated. The Space/Building Exploratory Committee will need to make decisions before the roof and elevator issues are addressed. HVAC are now both central on/off and controlled in individual areas. Vents are in both floor and ceiling. The Space Assessment plans will directly affect these areas needing repair, replacement, or redesign.
- D. August Action Items- \*Staff evaluations will be no longer take place on anniversary dates. They all will be scheduled during a specific time frame.
- E. LBOT Manual Review is tabled as a continuing ACTION ITEM.
- F. Investment of LBOT Funds – For long term growth - **Lora Philp moved that the Trustees invest \$10,000 from fines into the Fidelity Blue Chip Fund and Janet Krupp seconded. The motion passed 5-0-0. \* ACTION ITEM for the Treasurer.**

**New Business –**

- A. **Policy**- no policies

**Operating Budget –**

- A. **August 2019 General Ledger**- No questions
- B. **August 2019 Invoice Manifest**- No questions.
- C. **FY 2020-21 Budget Draft**- No questions.

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

*Acceptance of gifts:*

- Trustees will hold a Public Meeting to accept a donation of \$5000 from DCU. **Janet Krupp moved to accept the \$5000 and Lora Philp seconded the motion passed 5-0-0.**

*Personnel :*

- A PAR needs to be signed for Kristen Russell since her position has ended and can now be removed from payroll.
- **Janet Krupp moved that the 17 hour/week PT Circulation Aide position be conditionally offered to Kelly Pittman, and Lora Philp seconded. The motion passed 4-0-1**
- **Janice Tibbetts moved to accept Jenny Devost's letter of resignation from the youth services department as a PT Aide in order to take a full time teaching position. Debra Covell seconded and the motion passed 5-0-0 ,with regrets.**

*Building :*

- See Maintenance Project List

*Grants:*

- None this month.

*Department Updates:*

Maintenance:

- After several plumbing issues and confirming that the sewer drains were in good condition a plumbing snake was ordered so that Jered will have the tool he needs to clear future blockages. The cost was \$606.
- The building entrance now has a “back to school” theme.
- Shelving and furniture has been rearranged and refinished.
- Eric from Northern Lights inspected and gave a quote for the DWH granite steps repair and replacement. This was the only business who showed up to offer a quote. The quote is attached.  
\*ACTION ITEM Yvette - Get a quote on railing replacement or painting.
- Replacement of ceiling tiles has been removed from the list as a “project” since air conditioning consistently drips condensation onto the tiles and this has now been added as an “ongoing” chore for replacement.
- The parking lot was striped by the DPW.
- **Lora Philp moved, and Debra Covell seconded that the library provide feminine hygiene products from Aunt Flow Company in the ladies room at a cost of \$1,600 per year. The motion passed 5-0-0.**

Administration:

- Safety Committee is meeting regularly again.
- Arefe is refreshing her familiarity with bank deposit process so as to share these duties with Joanne.
- People who work in the lower office are brainstorming for reorganization.

- Yvette has met with the Merrimack Lions to develop a potential program or donation. Possibly hearing screening?

Circulation:

- Additional shelves allow more room for patrons to browse near the new book and DVD shelves.
- The Library of Things is being reorganized to be more user-friendly.
- 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:

- Board games, Samsung tablets, Apple TV streaming, Wii U games system are now circulating from the Library of Things.
- Three new databases are available: Consumer Reports (online magazine), Universal Class (continuing education), and Valueline (stocks and investing)
- Recent programs each had the maximum number of attendees – Selling on ebay, Summer wreaths, Feasting with your Air Fryer.

Youth Services:

- We are preparing to host all first graders in October on their community field trip.
- Back to school outreach has included Gate City Charter School, Reed’s Ferry and Thornton’s Ferry.

Technical Services:

- Lots of ordering. As of 9/17 we have ordered over 350 items for the library.
- Due to the author visit we have ordered second copies of Chris Bohjalian books.
- Yvette is now attending GMILCS Digital Library Group Cloud Library meetings and being trained how to order.
- Sheila now knows how to order, process material, identify a complete record, and bring in new records from the State.

*Library Consortium Updates-*

GMILCS –next meeting 9/19

Hillstown – next meeting 10/4

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 August, 2019 -**

Fines Balance 8/1/2019	\$22,701.38	Fines Balance 8/31/2019	\$24,055.44
Special Balance 8/1/2019	\$12,819.36	Special Balance 8/31/2019	\$14,194.44

- B. Trustee Budget – \*SEPT. ACTION ITEMS – 1. Transfer \$10,000 into Fidelity Blue Chip to grow the Fines Account. 2. Review the Trust Fund and non Trust Fund investment policies. They are approved
- C. Passport Applications are very popular and contributing funds.

**Acceptance of Minutes-**

- 1. **Janice Tibbetts moved and Janet Krupp seconded to accept the August 20, 2019 Public Meeting Minutes. The motion passed, with corrections 5-0-0.**
- 2. **Janet Krupp moved and Debra Covell seconded to accept the August 20, 2019 Non Public Meeting Minutes. The motion passed 5-0-0.**

**Committee Updates-**

- A. **Friends of the Merrimack Public Library – No meeting.**
- B. **Merrimack Public Library Development Fund – Next meeting October 23.**
- C. **Town Center Committee –Next meeting October 18.**

**LBOT Committees-**

- A. **Personnel/HR Committee – In non-public session.**
- B. **Finance Committee – 1. LBOT decided to invest Fines money to grow Fines Account.**

See Old Business: F.

2. Trust Fund and Non Trust Fund Investment Policies – These policies are acceptable except that there is a need to clarify procedures for flexibility of some line items. **Lora Philp moved, and Debra Covell seconded to accept the Trust Fund Investment Policy and the Non Trust Fund Investment Policy as written. The motion passed 5-0-0.** We need to specify the ability to reallocate for year end. \*These details will be listed under the guidelines for library allocation of funds. ACTION ITEM FOR OCTOBER

**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).

**Review September 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. DONE**
- 4. **Transfer \$10,000 into Fidelity Blue Chip funds in order to grow Fines accounts. Timeline- Sept. DONE**
- 5. **Building committee reported on big projects that may need to be moved or modified before the CIP due date of Sept. 30. Timeline – Sept. DONE**
- 6. **Approve Trust fund and non Trust fund investment policies. Timeline-Sept. DONE**

**7. Develop Trustee Investment Guidelines Timeline-October Finance committee**

**8. Director will get a quote to either replace or repaint railings for DW granite steps.**

**Timeline – October**

**Calendar-**

- A. Sept 21 and Friends Book Sale – Presale Sept. 20
- B. Sept 24 at 7 pm, Lowell Room, Secret Life of Library Books: Collection Development
- C. October 15 at 7 PM, Merrimack Memorial Room, Town Hall, Library Board of Trustees
- D. Sept 25 at 7 pm, MHS Little Theater, Chris Bohjalian “Fiction as Activism”
- E. Sept 30 at 7 pm, Director’s Office, Library, Friends of the Library Board Meeting
- F. October 23 at 5 pm, Director’s Office, Library, MPLDF Committee Meeting

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

**Janice Tibbetts moved that the Board of Trustees enter non public session in accordance with RSA 91-A:3 II(a) Personnel and Lora Philp seconded at 8:30 pm. A roll call vote passed the motion 5-0-0.**

Lora Philp moved to return to public session and Janet Krupp seconded. The roll call vote at 9:25 pm was 5-0-0.

**Adjournment:**

**Lora Philp moved, and Janet Krupp seconded, to adjourn. The motion passed 5-0-0. The meeting adjourned at 9:25 PM.**