Board of Trustees
Merrimack Public Library
Merrimack, NH
Meeting Minutes –March 19, 2019

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

Chair Lora Philp led the Pledge of Allegiance and called the meeting to order at 7:05 PM.

Acceptance of Minutes-

> **Lora Philp moved to accept the February 19, 2019 budget Meeting minutes and Janet Krupp seconded. The motion passed 5-0-0.**

Town Committees-

A. Friends of the Merrimack Public Library – no minutes available from last meeting. Will meet next on 3/25/19.

B. Merrimack Public Library Development Fund – will be meeting jointly with Friends and Trustees date TBD.

C. Library Building Development and Marketing Committee. **–** on hiatus

D. Town Center Committee – next meeting March 29.

E. Turkey Shoot – on hiatus

LBOT Committees-

A. Personnel/HR Committee – The Merrimack Library Trustees Manual is in the process of development.

B. Library Building /Maintenance Committee – no report.

C. Investment Committee –no report

New Business- No new business this month

Treasurer's Report-

A. February 2019 Balance Sheet - Fines – Beginning Balance $13,406.21 to Ending Balance $12,951.73

Special – Beginning Balance $14,400.73 to Ending Balance $ 13,856.48

B. The Treasurer suggested that we sell Fidelity Fund investments and buy Fidelity Nasdaq Composite Index Fund. As of today the value to transfer would be $12,319.79 and the Nasdaq fund has better performance in most areas. **Janet Krupp moved and Rick Barnes seconded to move our Fidelity Fund investments to the Fidelity Nasdaq Composite Fund. The motion passed 5-0-0.**

C. The Watson Trust CD matures on 3/31/2019. This is presently at DCU and there will be about $250 interest. **Lora Philp moved to reinvest the entire account including the interest into a 1 year CD. Rick Barnes seconded and the motion passed 5-0-0.**

Operating Budget-

A. The February 2019 general ledger is in line with other fiscal years. About 2/3 of the budget has been spent at about 2/3 of the fiscal year. Invoices are reported and detail most expenses

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

Acceptance of gifts:

- Elizabeth O'Hare has donated the following hardware to be used in the library by patrons. 2 headsets, 4 USB Drives, 1 Headset adapter, 1 USB adapter. **Rick Barnes moved to accept the above donations and Janice Tibbetts seconded. The motion was approved 5-0-0.**
- We received a donation of a bin of 20+ various board games and card games from an Anonymous Donor. The Youth and Adult Services Department Heads would like to include these for use in programs and for circulation. One of this summer's teen squads will be working with the staff to package and catalog these items. **Karen Freed moved to accept these items, with thanks to the donor, and Lora Philp seconded. The motion passed 5-0-0.**
- Friends of the Library donated the following to the Library:

  $600 General Donation from January Book Sale funds

  $466.00 Donation to pay for lost/stolen Teen Books after September Book Sale

  $359.94 Donation to reimburse library for Turkey Shoot expenses

  $ 92.80 to pay for January book sale volunteer refreshments

Personnel :

- No report this month

***B**uilding :*

- The Maintenance project list for March includes ongoing work Jered is doing to maintain and keep the building refreshed.

Grants:

- Brendan and Yvette have decided to postpone applying for the Digital Preservation grant since the grant partnerships are getting broader as they research them; Youth Services has submitted the Kid's Books and Arts (KBA) grant.

Department Updates:

Maintenance:

- Jered checked the batteries on the emergency lights. Several needed replacement
- There was more snow removal in the last month than earlier in the season.
- High winds broke the Banner battens on the west side of the building. Jered repaired them.
- Town Hall has provided a quote for the work to close in and waterproof the Children's Room windows.

Circulation:

- Dina and Emily have completed training and are settling into their new positions.
- There are three new displays up for March: National Nutrition month, Women's History month, and Celebrate Irish Authors.
- Non-fiction weeding continues.

- The history posters will be rehung after the current display of the Merrimack High Schol Art Show is over. A second set of posters were printed and will hang in the Chamber of Commerce offices.

Adult Services:

- The keynote event for this year's One Book, One Town series about 1984 was attended by 16 people. Professor Hugh Dubrulle from St. Anselm College spoke on how George Orwell's life influenced his writings, including 1984.
- The first two programs of this year's partnership with the Michael Loverme Memorial Foundation occurred on February 27 and March 5th on the topics of free photo editing software and apps and introduction to computer networking. A total of 19 people attended these events. The Foundation's major event at the Library, their free computer clinic will be happening March 30th.
- Library Assistant Max Blanchette is organizing an outdoor sky watch with a local astronomy group for sometime in early April.
- Responsibility for the Adult Services Constant Contact email has gone from Head of Adult Services Brendan Chella to Max Blanchette.

Youth Services:

- We are prepping for Summer Reading. Program ideas are being solidified, Teen Squads are coming together, and we are brushing up on Beanstack (our summer reading software).

Technical Services:

- Jen and Brittney continue to work with the staff ordering, processing and weeding the collection.

Administration:

- Thanks to Jen Greene for standing in as Acting Director during the Director's vacation week.
- Discussions on end of year spending have begun.
- The Safety will resume regular meetings now that the library is fully staffed.
- The Director will be supervising a Girl Scout Silver Award with Anastasia Corman-O'Reilly to create a circulating instrument collection for the library.
- Passport Acceptance Facility Application has been accepted. Tentative start date will be April 15.
- Space Study – there will be a Joint Boards meeting March 21.
- Author Series 2019 Program – Department Heads are submitting suggestions for authors.
- CR Window project we are waiting for a project date from Paul Micali.
- Investigate Citizen's Bank credit card(from June TBA).

Library Consortium Updates

- GMILCS –next meeting 3/21
- Hillstown – next meeting 4/5

Lori Fisher, Director of Baker Free Library in Bow, presented "Telling Your Library Story-Library Advocacy" . Yvette is arranging to have her present this to the staff.

- Urbans- next meeting 3/2

  Several staff and the Director attended a presentation by Ryan Dowd on The Librarians Guide to Homelessness: and Empathy Driven Approach to Solving Problems, Preventing Conflict and Serving Everyone. We will be purchasing the book and a webinar to supplement this training.

Town-

- none

Correspondence

- none

Other Business –

A. **Stibler Space Study; Joint Board Officers meeting update-** The Chairs and Treasurers of the Library Development Fund, the Friends of the Library, and the Library Trustees met to continue to brainstorm.

   The Joint Board Officers Committee, which could be called the Library Expansion Squad, or "LETS", will meet again on 3/21 to continue. Bill Cummings had visited the Ontario Library, which was a combined community center/library. It was decided that the populations were different as well as the funding and support. There was more discussion regarding the space study.

B. **Trustee Goals–** The yearly Feedback Questionnaire is done.

C. **Policy Review: Collection Development Policy; Reconsideration of Library Materials Form-**

   The collection development policy spells out the Library's answers to the question of what popularity is and what materials are "appropriate" to be in the collection. Collection Development goes hand in hand with the Reconsideration of Library Materials form to address this issue. **Lora Philp moved to accept the Collection Development Policy as written and Janice Tibbets seconded. The motion was approved 5-0-0. Lora Philp moved to accept the Reconsideration of Library Materials Form as written, and Rick Barnes seconded. The motion passed 4-0-1.**

C**alendar-**

A. LETS Meeting, 3/21/19, Directors Office, 7:00 PM

B. Friends of the Merrimack Public Library, 7 PM, 3/25/19, Director's Office, 7:00 PM

C. Merrimack Public Library Development Fund Committee, TBA Director's Office

D. April 7-13 National Library Week

E. Secret Life of Library Books Series: Databases 2/26 at library, 7:00 PM.

G. LBOT business meeting, 4/16, Merrimack Memorial Room, Town Hall, 7PM

H. April 30, 8:30AM, Merrimack Library Full Staff Meeting

I May 3, 10:30 AM Lori Fisher presenting on Fundraising at Whipple Free Library, New Boston

J. March 26 from 6:30-8:30 pm, Right to Know Training Derry NH

K. April 9, 2019 – 7am to 7pm Election Day – official ballot vote

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

Rick Barnes moved that the Board of Trustees enter non public session in accordance with RSA 91-A:3IIc and Janice Tibbetts seconded at 8:50 PM. A roll call vote passed the motion 5-0-0.

Rick Barnes moved to return to public session and Janet Krupp seconded. The Board returned to public session with a roll call vote of 5-0-0 at 9:06PM.

Rick Barnes thanked the voters and the town for their support since he is retiring from the LBOT after 6 years as a Trustee.

Adjournment

Rick Barnes moved, and Lora Philp seconded, to adjourn. The motion passed, 5-0-0.

The meeting adjourned at 9:08 PM.

Accepted April 16,2019