

**Board of Trustees
Merrimack Public Library
Merrimack, NH
Public Meeting Minutes**

June 21, 2022

Present: Trustees: Janet Krupp (Treasurer), Mike Drouin, Karen Freed (Secretary), Debra Covell (Chair); Library Staff: Yvette Couser (Director)

Excused: Sohini Gupta

Public Hearing- none

Pledge of Allegiance. Chair Debra Covell called the meeting to order at 7:05..

Correspondance – The Board of Trustees received several thank you notes from library staff for the snacks that were provided.

Old Business –

A. May Action Items:

- a. Review Staff Safety Manual statement of purpose.
- b. Chiller replacement is ongoing.
- c. SMP – Holding next steps until Town offers guidance.
- d. Maintenance Project Quotes:
 1. Iron Railings- a more basic, less ornate design was submitted. The quote was \$16,018.
 2. Slate roof- quotes from Garland for replacement slate and for slate-like material. What will each cost? Taxpayers want value for money.
 3. Investigate elevator replacement.

Debra Covell moved, and Janet Krupp seconded, to encumber additional surplus funds and authorize Yvette Couser to allocate these encumbered funds to a PO under line 15-8502. The motion passed 4-0-0.

New Business

A. Policy Reviews- Staff Safety Procedure Manual.

- a. Review the first page commitment sentence providing procedures for staff to follow.
- b. Staff Policy Manual - *Action Item for July meeting: Trustees will review the Staff Safety Manual for discussion at the business meeting.

B. FY2021-22 Budget: General Ledger, Invoice Manifest, Open P.O.s

Invoice for replacement fire panel – the fire panel has been sending alerts since replacement in May.

- C. Year end expenditures and budget-
Janet Krupp moved that \$3613.50 should be taken from the Passport account towards the purchase of circulating laptops. Deb Covell seconded and the motion passed 4-0-0.
- D. Trustees Retreat - TBA

Director's Report-

Acceptance of Gifts-

Deb Covell moved, and Janet Krupp seconded, to accept \$125 donation from Michael Drouin to purchase a library pass to Garden in the Woods .The motion passed 4-0-0.

Deb Covell moved and Karen Freed seconded to accept a 1,000 piece puzzle from Ann Dorris entitled All You Knit is Love. The motion passed 4-0-0.

Deb Covell moved and Janet Krupp seconded to accept \$300 from the Friends of the Merrimack Public Library for quarter 3 discretionary funds. To accept \$200 for Youth Summer reading prizes. To accept \$659 for Summer Reading Kick off concert . To accept \$450 for Adult Summer Reading prizes. The motion(s) passed 4-0-0.

Administration-

Debra Covell moved, and Karen Freed seconded, to discard old VHS tapes of LBOT meetings recorded in 2005. The motion passed 4-0-0.

Personnel-

Open Circ aide and the Circ assistant position have been posted.

Treasurer's Report-

Balance Sheet for May 2022

| | | | | |
|-----------------|----------|-----------|-----------|-----------|
| Fines Account | (5/1/22) | 7,286.98 | (5/31/22) | 5,849.71 |
| Special Account | (51/22) | 41,461.32 | (5/31/22) | 42,659.24 |

Acceptance of Minutes –

Deb Covell moved to accept the May17th public minutes and Janet Krupp seconded. The motion passed 3-0-1.

Deb Covell moved to accept the May 17th non-public mintes and Janet Krupp seconded. The motion passed 3-0-1.

Deb Covell moved to accept the February 15th public minutes and Janet Krupp seconded. The motion passed 3-0-1.

Committee Updates –

- A. Building Exploratory Committee – none
- B. Friends of the Merrimack Public Library – the Friends had a successful Book Sale.. In their annual meeting they discussed staff requests. There are several new members on the executive board.

C. Development Fund Committee – May 18th. They will clarify bylaws. Next meeting 9/21.

D. Town Center Committee – active projects are being funded.

LBOT Committee updates –

A. Personnel Committee – none

B. Finance Committee – Trustee of Trust Fund Pat Heinrich wanted to clarify that the trustees are not required to withdraw funds. We are not investing, only withdrawing funds.

June Action Items –

A. Review the Library Safety Manual

B. Send dates trustees will be unavailable for summer meetings

C. Review updates from the Town Center Committee

D. Yvette will get quote for roof repair

E. Yvette will transport Quimby Trust hard copy

Upcoming Events

MPL Development Fund, 9.21.22,

Friends of the Library Meeting, 6.27.22, LowellRoom, 7pm

LBOT Business meeting 7.19.22 7pm, Merrimack Memorial Room

TBA MPL Trustees Retreat

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

Debra Covell moved, and Karen Freed seconded to return to public session. The motion passed 4-0-0 at 9:44 PM.

Debra Covell moved, and Janet Krupp seconded, to adjourn. The motion passed 4-0-0 at 9:45PM.