

Board of Trustees – Merrimack Public Library – Merrimack, NH

DRAFT

Minutes of Public Meeting (held via ZOOM)

March 16, 2021

Present: Trustees – Debra Covell, Chair; Janet Krupp, Treasurer; Janice Tibbetts, Secretary; Karen Freed and Sohini Gupta. **Library Staff** – Yvette Couser, Library Director

Trustee Chair Debra Covell called the meeting to order at 7:04 pm and roll call attendance was taken.

Appointments – none

Old Business –

A. February action items

- LBOT Chair, Debra Covell to forward email with Quimby Trust document to all trustees – done
- LBOT Chair, Debra Covell will deliver Staff Input forms to Department Heads – done
- Trustees to come up with questions for library staff regarding copy machine – see New Business
- Library director to ask staff for ideas about distribution of remaining library logo masks – done

B. January action item –

- Draft memorandum of understanding between the town and library – done

New Business –

A. Policies –

- 1) Photography, Filming and Videography Policy – review with Attorney HariNarayan K. Grandy of Drummond Woodsum Attorneys at Law has been completed and recommended changes have been made to the policy.

Debra Covell motioned to approve, with changes, the Photography, Filming and Videography Policy. Janet Krupp seconded and a roll call vote was taken. The motion passed 5-0-0.

2) Social Media Policy

Debra Covell motioned to approve the Social Media Policy as written. Sohini Gupta seconded. A roll call vote was taken and the motion passed 5-0-0.

- B. Open Purchase Orders – discussion of using oldest POs first and the timing of using the POs
- C. Copier – discussion regarding the copier being a self-sustaining piece of equipment and how that would impact a future purchase of a new copy machine; use of copier has been changed since the COVID-19 pandemic; to continue to evaluate use of the copier in the next few months and reassess at that time
- D. COVID-19 Statistics – no report

Operating Budget –

- A. General Ledger and Invoice Manifest – no discussion

Director's Report –

- * Acceptance of gifts –

Debra Covell motioned to accept the anonymous donation for the Children's Collection of a book entitled "Nance: Trials of the First Slave Freed by Abraham

Lincoln” by Carl Adams. Karen Freed seconded and a roll call vote was taken. The motion passed 5-0-0.

Debra Covell motioned to accept the generous donation of a PS4 gaming system by Michael, Angela and Cameron Hall. Janet Krupp seconded and a roll call vote was taken. The motion passed 5-0-0.

*Reference Desk –

Discussion regarding purchase of a reference desk from Tucker Library Interiors. The quoted purchase price is \$9,882.25.

Debra Covell motioned that the reference desk be purchased from Tucker Library Interiors for \$9,882.25. Karen Freed seconded and a roll call vote was taken. The motion passed 5-0-0.

Debra Covell motioned to move \$8,882.25 from the personnel line to the office equipment line in the purchase of a reference desk from Tucker Library Interiors. Karen Freed seconded and a roll call vote was taken. The motion passed 5-0-0.

* Grants – A survey from Congressman Chris Pappas’ office regarding potential community project funding has been completed. Also, additional IMLS funding might be provided through the ARPA bill.

*COVID-19 Reopening Plan request to move to Stage 7 in response the increase in visits from large non-family groups (youth and adult day cares).

Debra Covell motioned to approve request to move to Stage 7 of the library’s COVID-19 Reopening Plan. Janice Tibbetts seconded and a roll call vote was taken. The motion passed 5-0-0.

*Library director interviewed by Kimberly Houghton of the Sunday Telegraph regarding how libraries are managing in the pandemic.

*Michael Drouin, a Merrimack resident, stopped by the library to learn more about becoming a trustee. He is filing to run. Janice Tibbetts has completed her three year term and is not seeking re-election.

Treasurer's Report –

A. Balance Sheets for March

*Fines account: Started with \$7,688.18 and ended with \$7,381.75.

*Special account: Started with \$20,474.76 and ended with \$19,084.66.

B. Watson account is in a CD that matures on March 31, 2021. Discussion of whether or not to leave the money in a CD. Treasurer recommends we move the money and will make recommendations as to where to move it at the next LBOT meeting.

Janet Krupp motioned to move the Watson account money out of a CD once it matures. Debra Covell seconded and a roll call vote was taken. The motion passed 5-0-0.

Acceptance of Minutes –

Debra Covell motioned to accept the February 16, 2021 public meeting minutes. Janet Krupp seconded and a roll call vote was taken. The motion passed 5-0-0.

Committee Updates –

- A. Building Exploratory Committee – no report
- B. Friends of the Merrimack Public Library – fund raising on hold with possible book sale in the summer – next meeting is 3/29 at 7pm via ZOOM
- C. Merrimack Public Library Development Fund Committee – all bricks have been counted – has not met
- D. Town Center Committee – no report

LBOT Committee Updates –

- A. Personnel Committee – no report
- B. Building/Maintenance Committee – no report

C. Finance Committee – no report

Review of March Action Items –

- Treasurer Janet Krupp moving Watson account money out of a CD when it matures on 3/31/21 and will make recommendations where to move the money – April LBOT meeting
- Chair Debra Covell will forward draft of memo of understanding with the town to Paul Micali
- Strategic Plan discussion – May LBOT Retreat

Upcoming Events –

*Library Board of Trustees Meeting – April 20, 2021 at 7pm via ZOOM

*Friends of the Merrimack Public Library board meeting – April 26, 2021 at 7pm via ZOOM

Comments from the Press, Public and Board Members – LBOT Chair thanked library staff for their continued hard work during the COVID-19 pandemic

Debra Covell motioned that the Board of Trustees adjourn the public meeting at 8:31 pm. Janice Tibbetts seconded and a roll call vote was taken. The motion passed 5-0-0.

