

**Board of Trustees
Merrimack Public Library
Merrimack, NH
Meeting Minutes – August 16, 2016**

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

Chair Rick Barnes led the Pledge of Allegiance and called the meeting to order at 7:06 PM.

Acceptance of Minutes

A. July 19, 2016 Business Meeting minutes were reviewed.

Lora Philp moved to accept the July 19, 2016 Business Meeting minutes, and Janet Krupp seconded. The motion passed 4-0-1.

Committee Updates

A. **Friends of the Merrimack Public Library** –On hiatus. The next scheduled meeting is September 26, 2016.

B. **Merrimack Public Library Development Fund** –The July 18, 2016 meeting was cancelled because of building flooding. Will be rescheduled for a date in September.

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

D. **Town Center Committee-** New federal grant applications to the Department of Transportation are due shortly. Kyle Fox, head of DPW, has had indications that applications for sidewalks on DWH and Woodbury would be looked at favorably.

E. **Personnel/HR Committee** – No update this month. Committee members will schedule a meeting.

F. **Library Building Committee/Maintenance Committee** – Insurance is taking care of expenses for flood damage repairs.

G. **Investment Committee** – Committee members will schedule a meeting.

New Business – none for this month.

Treasurer's Report – The Director is working to reformat receipts and disbursements so that they appear side by side and can be attributed to the correct type of item in the monthly accounts. At present the receipts and disbursements are listed separately and are not attributable to each other.

Director's Report - The Director, Yvette Couser, presented her monthly report.

Acceptance of gifts

- David Lyons would like to donate a used lawn mower to the library. **Jen Jobin moved and Rick Barnes seconded, to accept the used lawn mower. The motion passed 5-0-0.**
- Friends of the Library donated \$17.97 for the Comics Club and \$400.00 for the presentation by the Mentalist. **Janet Krupp moved to accept \$417.97 from the Friends of the Library for a Mentalist program and for the Comics Club, and Jen Jobin seconded. The motion passed 5-0-0.**

Personnel

- Brittney Buckland has been hired as Head of Technical Services. Her first day will be August 22. **Lora Philp moved to approve the hiring of Brittney Buckland as Head of Technical Services, and Karen Freed seconded. The motion passed 5-0-0.**
- Bekah Dreyer's summer position has ended; her last day was 8/11.
- Pat Flynn, PT Children's Aide, has submitted her resignation. Her last day will be 9/1. **Lora Philp moved to accept Pat Flynn's resignation with regrets. Jen Jobin seconded and the motion passed 5-0-0.**
- Melissa Levesque, PT Children's Page/Aide, has submitted her resignation in order to take a teaching position. **Lora Philp moved to accept Melissa Leveque's resignation, and Janet Krupp seconded. The motion passed 5-0-0.**

Building

- No report this month.

Grants

- No report this month.

Collection/Programming/Technology

- October 5 – The Merrimack Library will present the film “Grapes of Wrath” at Cinemagic to support the statewide One Book One Town/ The Big Read, which is being supported by National Endowment for the Arts. Rental of the Cinemagic Theater will cost \$950, which will come from program funds, donations, and trustee funds. **Lora Philp moved to approve up to \$950 from the special account to rent a theater in Cinemagic on Wednesday, October 5 to show “Grapes of Wrath”. Jen Jobin seconded and the motion passed 5-0-0.**

Library Consortium Updates

- GMILCS –will meet 8/18.
- Hillstown – NEA grant programs will be finalized by 8/20.
- Urbans- next meeting 9/23.

Town

- No report this month.

Correspondence

- No report this month.

Operating Budget 2015-2016

- Awaiting final balance of 15/16 fiscal year budget. We will be notified of changes, if needed, by Town Hall.

Old Business

- Trustee Alternates-** Alternate Trustees will be appointed by the Town Council in accordance with RSA 202-A:10. Discussion was about outreach including advertising for applicants through the library website.
- Wage and Classification Study** – The study should be finished. The Director is waiting to discuss the completed report and will then share results.

C. Strategic Plan- nearly finished.

D. Policy Review – Patron Code of Conduct and Internet Usage Policy. It was suggested that the Patron Code of Conduct have a bulleted reference to the Internet policy. The Internet policy needs review and the Patron Code of Conduct is being updated. Changes to the Patron Code of Conduct to be approved at this meeting include: The definition of Service Animals; inclusion of a special liquor permit for special events; and updating smoking policy to include electronic cigarettes and vaping. **Jen Jobin moved to update the Library’s Patron Code of Conduct by including the definition of Service Animals, approving the conditions for a special liquor permit and by including electronic cigarettes and vaping in the smoking policy. Lora Philp seconded and the motion passed 5-0-0.**

Other Business – none

Calendar

- A. LBOT, Tuesday, 9/20/16 at 7:00 PM, Town Hall, Merrimack Memorial Room.
- B. Merrimack Public Library Development Fund, 9/19/16, 5:00 PM, Lowell Room
- C. Friends of the Merrimack Public Library, 9/26/16, 7:00PM, Director’s Office
- D. Fall Book Sale, 9/10 & 11; Friends of Library Presale 9/9
- E. Fall Business Expo, 10/1/16, 10-3 PM, Upper Elementary School

Comments from the Press, Public, and Board members- there will be a training for new ballot inspectors prior to the Primary Election on 9/1/16 at 5:30 in the Matthew Thornton Room of Town Hall.

The meeting entered Non-Public session in accordance with RSA 91-A:3,IIa at 8:52 PM. A motion to enter non-public session was made by Rick Barnes and seconded by Lora Philp. A roll call vote of 5-0-0 was taken and the Board of Trustees entered non-public session.

The Board returned to public session at 9:44 PM.

Adjournment

Rick Barnes moved, and Lora Philp seconded, to adjourn. The motion passed 5-0-0. The meeting adjourned at 9:44 PM.

Approved September 20, 2016

