

Merrimack Public Library Board of Trustees Meeting Minutes  
July 18, 2023 | Merrimack Town Hall, Merrimack Memorial Room

Present: Trustees: Debra Covell (Chair), Janet Krupp (Treasurer), Robert Reisman, Jennifer Jobin (Secretary) & Molly Mortimer; Trustee Alternates: Karen Freed & Ruthmarie Swisher;  
Library Staff: Jen Stover (Excused: Yvette Couser, Library Director)

Chair Deb Covell called the meeting to order at 6:03PM

The board recited the Pledge of Allegiance.

Deb Covell began the meeting by welcoming our newest board member Molly Mortimer and alternates Karen Freed and Ruthmarie Swisher.

#### Old Business

- A. June's Action Items - The board reviewed the June action items.
- B. SMP – No update.
- C. Strategic Plan – The Board will be meeting with consultant Deb Hoadley this evening.
- D. Building Maintenance Project List  
Jen Jobin had a question regarding the status of the tree that is listed on the maintenance list. Jen Stover responded that she will check with Yvette for an update.
- E. Energy Audit – Review is ongoing as the Board awaits quote from commissioning agent. Deb noted that she will share the energy audit document with new Board member Molly Mortimer and recently appointed alternates Karen Freed and Ruthmarie Swisher.

#### New Business

- A. FY 2022-23 Budget: General Ledger, Invoice Manifest, Open P.O.s, CIP Project list  
The board reviewed these documents. There was an error on the Open P.O.s document that the Board received in their packets. Deb Covell discussed the corrected version.
- B. FY 2022-23 Budget: Polaris & Trust Funds: Jen Stover explained that this was to address library leadership's request to meet with the LBOT Finance Committee. Topic is to address Polaris and Trust Funds and the expenditure and reporting of those expenditures. Finance committee members Deb Covell and Janet Krupp have a meeting scheduled with them in August.
- C. FY 2023-24 Budget: General Ledger, Invoice Manifest, Open P.O.s – nothing to discuss
- D. Year End Expenditures – Janet Krupp briefly explained to new members
- E. Policy Review – Security Camera Policy  
Jen Stover explained what the proposed changes are to the current policy. Jen Jobin noted one small typo on the second page to correct the word "probably" to "probable".  
Deb Covell made a motion to accept the updated Security Camera Policy with the correction. Janet Krupp seconded the motion. The motion passed unanimously.
- F. Princh – Janet Krupp explained the Princh service and background. This is an offsite print service to print to library printers for a small fee. The Board reviewed stats. The Board will continue to monitor stats and keep an eye on whether or not it is a necessary expense.
- G. CIP 2023-2030 – The Board reviewed the Library entries in the town CIP. Deb noted that the Elevator project can be removed since that is currently in process and will be completed this

year. HVAC, Sidewalks and Sprinklers can all remain as-is.

The information on the Slate Roof project listed on the CIP is inaccurate. Deb Covell provided the Board with corrected numbers. This project has become more urgent as water is coming in with every rainstorm and the ceiling is crumbling in areas of the Lowell Room/Teen area. Jen Stover will be reaching out to Scott Livernois for updated quotes for both partial and full replacement with different shingle material options. Deb Covell will request that the CIP draft be updated with the corrected Slate Roof information including editing the numbers to reflect \$200,000 and not a portion of trustee funds.

Deb Covell made a motion to approve the CIP entries with changes noted. Janet seconded the motion. The motion passed unanimously.

#### Director's Report

Acceptance of Gifts - Jen Stover shared with the board donations that needed to be accepted.

Deb Covell motioned to accept a donation of \$10 from Diane Arato-Gavrish and Michael Or in memory of Janet Segedy. Robbie Reisman seconded the motion. Motion passed 5-0-0.

Deb Covell motioned to accept a donation of \$300 from the Friends of the Library for the East Valley JCC's virtual tour of Auschwitz-Birkenau Concentration Camp. Robbie Reisman seconded the motion. Motion passed 5-0-0.

Deb Covell motioned to accept a donation of \$44.98 from the Friends of the Library for 3D printer expenses. Robbie Reisman seconded the motion. Motion passed 5-0-0.

Deb Covell motioned to accept a donation of \$194.49 from the Friends of the Library for Summer Reading prizes. Janet Krupp seconded the motion. Motion passed 5-0-0.

Deb Covell motioned to accept a donation of \$155.14 from the Friends of the Library for 3D printer supplies. Robbie Reisman seconded the motion. Motion passed 5-0-0.

Deb Covell motioned to accept a donation of \$300 from the Friends of the Library for Quarter 3/General Donation. Robbie Reisman seconded the motion. Motion passed 5-0-0.

Deb Covell motioned to accept a donation of a Star Wars Storm Trooper cake pan from David Basora for the LOT collection. Robbie Reisman seconded the motion. Motion passed 5-0-0.

Deb Covell motioned to accept a donation of a PS4 from Patrick Breen for the LOT collection. Robbie Reisman seconded the motion. Motion passed 5-0-0.

#### Personnel

Deb Covell made a motion to hire Isabelle Newell for the PT Patron Services Aide position (9H). Robbie Reisman seconded the motion. Motion passed unanimously.

#### Grants

Deb Covell gave a brief update on the Renew America's Non-profits grant that the library had been researching. Unfortunately, as part of a municipal entity, the library is not eligible to apply. Jen Jobin will work with Yvette to research other grant options.

### Funding Requests from Staff

Deb Covell made a motion to spend up to \$400 from Passport Funds to purchase new library logo t-shirts for staff and trustees. Janet Krupp seconded the motion. Motion passed 5-0-0.

Deb Covell noted that she sent an email to Trustees for days/times that will work for a meeting with Town Manager Paul Micali. She will figure out what date works best for most.

### Maintenance

Jen Jobin asked if a date has been scheduled yet for Jonathan Diaz (Town IT) to come to the library to install the Mitel paging, new racks and checking the security system since the paging system should be in now. Jen Stover replied that Yvette has reached out to Jonathan to schedule.

Treasurer's Report – Janet Krupp shared the reports.

Janet noted that she will reach out to the Trustees of the Trust Funds to get request the allocations from the trust funds that they hold for the library.

Deb Covell made a motion to approve Janet sending a request for the allocations to the Trustees of the Trust Funds. Robbie Reisman seconded the motion. Motion passed 5-0-0.

### Acceptance of Minutes

Deb Covell motioned to accept the public meeting minutes from 6/20/23. Robbie Reisman seconded the motion. The motion passed 4-0-1 with Molly Mortimer abstaining.

Deb Covell motioned to accept the 6/20/23 non-public minutes. Robbie Reisman seconded the motion. The motion passed 4-0-1 with Molly Mortimer abstaining.

### Committee Updates

- A. Building Exploratory Committee – no updates
- B. Friends of the Merrimack Public Library – Jen Jobin shared updates from the Friends' June meeting. Updates included:
  - The Friends will not meet for the remainder of the summer. Next meeting will be 9/25/23.
  - Next book sale: Members-only presale: 9/8; Public sale: 9/9.
  - June book sale proceeds: Members only Presale: \$878.25; Public Sale: \$1389.60.
  - The Friends board voted to support summer reading kickoff concert and prizes.
  - They selected a tote bag design to order for a fundraiser.
  - The Friends received an invitation to participate in a volunteer fair hosted by the Loverme Foundation on 10/1.
  - Danielle Muskiewicz stepped down as Treasurer and Victoria Agnew was appointed as the new Treasurer. Deb Covell shared thanks from the Board for Danielle's service to the Friends as Treasurer for several years.
- C. MPL Development Fund Committee – Deb noted that the Development Fund will meet on 7/31. Jen Jobin will attend along with Deb to discuss grants.

- D. Town Center Committee – The Board discussed who would like to be the Trustee liaison to the Town Center Committee. Karen Freed would like to once again represent the Trustees at the TCC meetings. Jen Jobin will be the backup if there are any meetings that Karen cannot attend.

#### LBOT Committee Updates

- A. Personnel – no updates
- B. Finance Committee – Deb and Janet will meet in August with Yvette, Joanne and Jen S. Deb noted that she received a form from Tom Bolland for the town audit. She filled out this form and returned it to Tom.

#### July's Action Items

- A. Yvette will get a quote from the commissioning agent.
- B. Deb will share the energy audit report with the new trustee and alternates.
- C. Deb will reach out to Joann regarding t-shirt orders for the Board.
- D. Janet will send the request to the Trustees of the Trust Funds.
- E. Deb will reach out to Nelson Disco to let him know that Karen will be the representative to the Town Center Committee.
- F. Jen Stover will request an updated quote from Scott Livernois for replacing the slate roof.
- G. Jen Stover will check on the status of a plumber to fix the drain situation in the staff room.

#### Upcoming events

- A. MPL Development Fund Committee Meeting 7/31/23 at 5:00PM, Lowell Room
- B. MPL Board of Trustees monthly meeting 8/15/23 at 7PM in the Merrimack Memorial Room.
- C. Friends of the Library Meeting 9/25/23 at 7PM in the Lowell Room at MPL. Fall Book Sale – Members only presale 9/8/23, 5:15-7PM; Public sale, 9/9/23, 9AM-2PM.

Deb Covell made a motion to adjourn. Robbie Reisman seconded the motion. Motion passed unanimously. The meeting adjourned at 6:58PM.

*Approved 8.15.2023*