

Merrimack Public Library Board of Trustees Meeting Minutes
August 15, 2023 | Merrimack Town Hall, Merrimack Memorial Room

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

Chair Deb Covell called the meeting to order at 7:00PM

The board recited the Pledge of Allegiance.

Appointment with Margaret Dillon via Zoom – Deb Covell explained background of the energy audit that was conducted by Margaret. Margaret went through questions that the board had sent her in advance. ESM vs savings – Margaret answered that this question would be for the Eversource rep. She explained she is subcontracted and not an employee of Eversource.

LED flat panel vs tube – she explained that it may be possible to just replace tubes based on style of lights we have rather than change out full fixtures. A lighting contractor can let the board know. She said Affinity LED or Lighttech are the names of lighting contractors who are Eversource partners. These contractors are able to fill out the paperwork for Eversource rebates.

A question was asked regarding the heat put off by the current lighting. One of the benefits of changing to LED lighting is to reduce the amount of heat radiated by the lights that requires additional cooling during warm months. The question was if the heat from the lighting lowers energy costs for heating in the cooler months. Margaret answered that it does not offset the benefit on the cooling side. The benefit of having the lights radiate less heat in the warm months outweighs any heat added by the current lights during cooler months.

Margaret addressed the trustee question about the heat pump recommendation and request for a brief explanation of how heat pumps work. She explained they do run on electricity and explained briefly how they work. Trustee Jen Jobin asked if the system were switched to a heat pump if a chiller replacement would still be needed. Margaret confirmed that a chiller is not needed with a heat pump system. She said that now is a good time to convert to heat pump and is the most efficient approach for the future.

Margaret gave the board a recommendation for a contractor for ceiling insulation – Rich Burns at Shakes to Shingles. She recommended that we use his service to look at ceiling over Lowell Room and the Director's office. She suggests prioritizing this.

Regarding a question on air quality and the recommendation from Iris of Design Day Mechanical to have an air quality test done she explained it is important to know what you are testing for – ie. fresh air exchange for CO2. She doesn't think testing is necessary to test, but ventilation is advisable. Efficient controls are needed. There is no need to over-ventilate, but fresh air exchange in a public building is vital when viruses circulate, etc. She said the industry motto is "Make it tight, ventilate right."

She mentioned the possibility of keeping the natural gas system as a backup while installing heat pump – using them back and forth.

There is currently a tax credit available 30% to municipalities for converting to heat pump.

Old Business

- A. July's Action Items - The board reviewed the July action items.
 - a. Yvette has reached out to the commissioning agent but has not heard back yet.
 - b. Deb shared the energy audit report with new board member and alternates.
 - c. Deb reached out to Joanne regarding t-shirt orders.
 - d. Janet sent a request to the Trustees of the Trust Funds.
 - e. Deb reached out to Nelson Disco to let him know that Karen Freed will be the representative to the Town Center Committee.
 - f. Jen Stover is still waiting for quote on roof from Scott Livernois.
 - g. Quotes were received for fixing the staff room plumbing issue.
- B. SMP – No update.
- C. Strategic Plan – Deb reviewed the discussion the board previously had with Deb Hoadley. The board decided to go with Deb Hoadley's recommendation to create a strategic planning committee of staff and trustees. Robbie Reisman and Ruthmarie Swisher had expressed interest in being the trustee representatives to this committee. Yvette will speak with Deb Hoadley to determine which staff to have on committee.
Deb Covell mentioned that we have the option to have Deb Hoadley write the strategic plan at the end of the process. The board briefly discussed.
Deb Covell made a motion to hire Deb Hoadley to write the draft plan for the library for \$3,000. Janet Krupp seconded the motion. Motion passed, 5-0-0.
- D. Building Maintenance Project List – Jen Jobin asked if there was an update on the tree that was listed as a safety concern. Yvette reached out to the church and they are determining the whether the tree is on their property or town property.
- E. Energy Audit – Finance committee is meeting to go over accounts and review building projects. Deb Covell noted that it is a good idea for them to look at review available funds as it pertains to the energy audit.
- F. Princh – The service is updating to have in-US processing so fees will be lower. They offered that the library can be among the first to adopt the change. Treasurer Janet Krupp voiced that she recommends not being first and to wait until they have tried out the new process for a bit. Recommendation is to wait until December when it is time for renewal to re-evaluate.

New Business

- A. FY 2022-23 Budget: General Ledger, Invoice Manifest, Open P.O.s, CIP Project list
The board reviewed these documents.
- B. The board reviewed two proposals from Neil Anketell to address the kitchen drain problem. The board will await quote for the electrical part of the project before voting.
- C. Policy Review: ILL Policy, Appeal of Library Charges Form, Disc Cleaning Form
Deb motion to accept the updated ILL Policy. Ruthmarie Swisher seconded the motion. Motion passed, 5-0-0.

Deb Covell made a motion to accept the updated Disc Cleaning Form. Janet Krupp seconded the motion. Motion passed, 5-0-0.

Deb Covell made a motion to accept the updated Appeal of Library Charges Form. Janet Krupp seconded the motion. Motion passed, 5-0-0.

Director's Report

Acceptance of Gifts - Yvette shared with the board donations for consideration to be accepted.

Deb Covell made a motion to accept \$60 from TD Bank's Affinity Program. Janet Krupp seconded the motion. Motion passed, 5-0-0.

Deb Covell made a motion to accept a donation from Beverly Rush of her music CD "Heart's Desire", Molly Mortimer seconded the motion. Motion passed, 5-0-0.

Deb Covell made a motion to accept an assortment of stickers, pencils and other prizes/giveaway items valued at \$25 from resident Samantha Diggins. Ruthmarie Swisher seconded. Motion passed, 5-0-0.

Deb Covell made a motion to accept a donation of musical shakers and a carry bag from resident Katie Gagnon. Janet Krupp seconded the motion. Motion passed, 5-0-0.

Deb Covell made a motion to accept the donation of a framed lithograph from resident Patrick McGrath. Molly Mortimer second the motion. Motion passed, 5-0-0.

Deb Covell made a motion to accept the donation of 15 potted spider plants from the Merrimack Garden Club for summer reading prizes. Ruthmarie Swisher seconded the motion. Motion passed, 5-0-0.

Deb Covell made a motion to accept a box of Magformers from resident Nicole Arp. Janet Krupp seconded the motion. Motion passed, 5-0-0.

Deb Covell made a motion to accept a donation of a copy of "Dragonbreath II: Attack of the Ninja Frogs" by Ursula Vernon, from resident Isaac Bernier. Molly Mortimer seconded the motion. Motion passed, 5-0-0.

Personnel – It has been a challenge finding candidates available for the full 18 hours of the current open position. Yvette shared a proposal from Alyssa, Head of Circulation, to split 18 into two positions to move coverage around differently. After receiving this proposal, a candidate applied who may be able to fill the full 18 hours. An interview will be conducted next week. Will hold this topic for discussion at next month's meeting if the 18-hour position is not filled.

Funding requests – Janet Krupp made a motion to approve \$30 of passport money for the remaining balance of invoice # 134916 for Crown Trophy. Ruthmarie Swisher seconded the motion. Motion passed unanimously.

Yvette reported that summer reading ends next week. The Friends of the Library community reading goal has been met and more than doubled (over 1,200 badges have been earned surpassing the goal of 600). The Friends will make a donation to Naticook Day Camp Scholarship Fund.

The board and Yvette briefly discussed a statistics report that covers the past six years. It was noted that this summer has been especially busy and many stats have returned or exceeded pre-COVID numbers. The board will review statistics again in the Fall in preparation for budget season.

Treasurer's Report – Janet Krupp shared the reports.

Janet noted that she emailed the Trustees of Trust fund to request: \$4,000 from the Patterson Lawrence Carol fund, \$2,000 from the Roxanna Anna fund, and \$1,000 from the Quimby fund. Chris Christensen responded that this has been added to agenda of their next meeting on 8/15.

Janet Krupp noted that two donations went into the Special account for museum/garden passes, but those were paid out of Fines.

Janet Krupp made a motion to reimburse the Fines account \$235 from the Special account. Deb Covell seconded the motion. Motion passed, 5-0-0.

Janet noted we need to do a memorial for Barry Quimby every three years per the requirements of the fund. Yvette/staff will draft and put in the newsletter.

Janet noted that Town Finance Director Tom Boland requested a reconciliation report for the Fines and Special accounts. Reports were sent.

Acceptance of Minutes

Deb Covell motioned to accept the public meeting minutes from 7/18/23. Molly Mortimer seconded the motion. The motion passed, 5-0-0.

Deb Covell motioned to accept the 7/18/23 Special Meeting - Strategic Planning minutes. Janet Krupp seconded the motion. The motion passed, 5-0-0.

Committee Updates

- A. Building Exploratory Committee – no updates
- B. Friends of the Merrimack Public Library
 - Next meeting will be 9/25/23.
 - Next book sale: Members-only presale: 9/8/23; Public sale: 9/9/23.
 - Trustees available to help with book sale? Trustees can let Yvette know when they are available to help.
- C. MPL Development Fund Committee – Met on 7/31/23. Deb shared an update on the meeting. Deb and Jen shared an update on discussion with the MPLDF regarding partnering on grant writing.
- D. Town Center Committee – Karen Freed shared an update on their 8/11/23 meeting, including:
 - The Souhegan trail will break ground for construction beginning in October
 - School master plan is starting – Karen shared map. 26 more parking spaces will be added now that the old building has been removed.
 - Shared map of Town Center – including pedestrian projects such as sidewalks.
 - Town Center Committee has a Facebook page that can be followed.

LBOT Committee Updates

- A. Personnel – no updates
- B. Finance Committee – meeting on 8/29/23

August's Action Items

- A. Yvette will get a quote for roof
- B. Yvette will get electrical quote for plumbing project
- C. Yvette will get quote from commissioning agent
- D. Janet and Deb will meet with Molly and Ruthmarie to go over new trustee orientation
- E. Janet will move \$235 from Special to Fines account
- F. Deb will send email to Deb Hoadley to get strategic planning process rolling
- G. Trustees will contact Yvette about helping at book sale

Upcoming events

- A. FOMPL Fall Book Sale: Members only presale 9.8 @ 5:15–7 pm; Public sale 9.9 @ 9-2 pm
- B. MPL Board of Trustees Monthly Business meeting, 9.19 @ 7 pm, Merrimack Memorial Room

Deb made a motion to enter Nonpublic Session per NH RSA 91-A:3 II (a) Personnel. Janet Krupp seconded the motion. Motion passed on a roll call vote. The Board entered nonpublic session at 8:37PM.

The board returned to public session at 9:58PM.

Jen Jobin made a motion to seal the nonpublic minutes. Janet Krupp seconded the motion. Motion passed, 5-0-0.

Deb Covell made a motion to adjourn. Jen Jobin seconded the motion. Motion passed, 5-0-0
Meeting adjourned at 9:59pm

Approved 9/19/23