

Merrimack Public Library Board of Trustees Meeting Minutes
October 17, 2023 | Merrimack Town Hall Memorial Room

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

Deb Covell called the meeting to order at 7:08PM

The Board recited the Pledge of Allegiance.

Old Business

- A. Deb Covell reviewed the September action items with the Board.
- B. SMP - no update
- C. Strategic Plan - Yvette filled in the board on a meeting the library staff had with Deb Hoadley on timeline, etc. Dates have been set for the community focus group and retreat. The group created a list of names of community members to invite to the focus group and invitations have been extended. Meetings to be held 11/1 and 11/8, 6-8pm in the library. There will be a staff meeting on 11/8. Retreat will be held 12/12. A separate meeting for Deb Hoadley with Trustees is to be scheduled.
- D. Building Maintenance List - The Board reviewed. The Board discussed the roof project that will be put out for bid. Yvette reviewed the elevator project timeline with the trustees. Estimate is 5 weeks to complete beginning 11/15. Plan is in development for public/staff during the disruptive times. First few days will be closed to the public due to disruption. There are several library projects that staff will complete during those closed days. Any dates affected will be published so that patrons will be aware of times the library will be closed or when services will be altered.
- E. Energy Audit - Still awaiting estimate from retro-commissioning agent to review HVAC system. Yvette will continue to push for that proposal.

New Business

- A. FY 2023-24 Budget: The Board reviewed the General Ledger, Invoice Manifest and Open P.O.s in advance. Trustees reviewed inconsistencies in the General Ledger encumbrances and a change that was made to purchase orders. Since the town finance director closed out one P.O. and moved the money to combine with another, the trustees needed to decide whether or not to open a new P.O. and move that money again since staff has already made purchases from that original P.O. Instead of opening a new P.O., the Board decided to pay for those purchases out of Trustee funds instead. Janet Krupp made a motion to pay approx. \$418 out of passport funds for the purchase of new games. Robbie Reisman second. Motion passed, 5-0-0.
- B. Policy Review - The Board reviewed changes to the Unattended Children Policy. Jen Jobin made a motion to accept the updated Unattended Children Policy. Molly Mortimer seconded the motion. Motion passed, 5-0-0.
The Board discussed the Photography, Filming and Videography Policy. Deb Covell made a motion to

remove the Photography, Filming and Videography Policy, Robbie Reisman seconded the motion. Motion passed, 5-0-0.

- C. Holiday Calendar - The Board reviewed the proposed Holiday Calendar for 2024. Deb Covell made a motion to accept 2024 Holiday schedule. Janet Krupp second the motion. Motion passed, 5-0-0.
- D. Scheduling Annual Appointment with Town Hall - Library Director Yvette Couser and Deb Covell decided to set 11/16 as their appointment date with Town Council. The Board also discussed the scheduling of a budget meeting for November. Yvette shared updates on the budget process for new Trustees. Staff is currently looking at filling out their portions of the proposed budget. The Board decided to schedule the budget meeting after a meeting date is set with Deb Hoadley.
- E. Grants - Jen Jobin gave an update on the federal energy efficiency grant. She explained that she met with the Director and Assistant Director of the Department of Public Works to discuss. The Town will be applying for the grant. They will add the library HVAC project to their list of possible uses for the grant.
Jen will schedule a time to meet with Yvette to go over resources for other available grants.

Director's Report

Acceptance of Gifts

Yvette reported that patron Mary Johnson generously donated a cake from Crosby Bakery for staff to enjoy.

Deb Covell made a motion to accept the quarterly donation of \$300 from the Friends of Library. Robbie Reisman second the motion. Motion passed, 5-0-0.

Deb Covell made a motion to accept a donation of the game "Go" from resident Russell Osterlund to add to the Library of Things collection. Molly Mortimer second the motion. Motion passed, 5-0-0.

Deb Covell made a motion to accept a donation of a Bodhran/Bow ron/Irish hand drum to add to the Library of Things collection. Robbie Reisman seconded the motion. Motion passed, 5-0-0.

Deb Covell made a motion to accept a donation of a print version of Economist Magazine from Connor Lippman. Janet Krupp seconded the motion. Motion passed, 5-0-0.

Yvette shared some highlights from her report:

The library is researching switching to Square for accepting credit card payments.

Reggie Bourne attended the Merrimack Rotary's breakfast on 10/12 at DW Diner by invitation and spoke about new library services.

The library will hold it's 4th annual Trunk or Treat event on Sunday, 10/29.

A patron requested that the library purchase puzzles with 50 pieces or less for the Library of Things collection. This request came from a patron caring for a family member with memory loss. Around the same time, a member of the Reeds Ferry Women's Club had expressed interest in partnering with the library to purchasing a LOT item. Yvette and Jen Stover are coordinating with the Women's Club to purchase the puzzles and other items that will be helpful for those with memory loss.

Staff is still working hard on Aspen and the new catalog process.

Jen Stover has been accepted into the Primex Supervisors' Academy for November.

Yvette shared the GMILCS Board Responsibilities document with the Trustees. The GMILCS board recommends that this be reviewed and included in the Director's job description.

Yvette shared the list of legislation that the NHLA is watching.

Treasurer's Report - Janet Krupp reviewed the Treasurer's report with the Board.

Acceptance of Minutes

Janet Krupp made a motion to accept the September 19th public minutes. Molly Mortimer seconded the motion. Motion passed, 3-0-2. (Deb Covell and Robbie Reisman abstained)

Janet Krupp made a motion to accept the September 19th nonpublic minutes. Molly Mortimer seconded the motion. Motion passed, 3-0-2. (Deb Covell and Robbie Reisman abstained)

Committee Updates

- A. *Building Exploratory Committee* - Have not met.
- B. *Friends of the Merrimack Public Library* - Jen Jobin gave an update.
- C. *MPL Development Fund* - Have not met.
- D. *Town Center Committee* - The Board will get an update from Karen Freed at the next meeting.

LBOT Committee Updates

- A. *Personnel Committee* - No update
- B. *Finance Committee* - No update
- C. Deb Covell made a motion to reinstate the Building Committee to support Yvette during larger building projects. Trustees Janet Krupp and Jen Jobin will be the members of the committee.

October Action Items

- A. Deb Covell will reach out to Deb Hoadley to schedule a meeting with the trustees.
- B. Yvette will reach out to finance to find out what the next steps are for creating an RFP for the roof project.
- C. Deb and Janet will address the general ledger concerns with Joanne to send to the Town finance director.
- D. Deb will work on scheduling a meeting for the trustees to work on the budget.
- E. Deb and Yvette will schedule the Town Council appointment for 11/16.
- F. Janet will send the Treasurer's Report to board.

- G. Deb will send a thank you to the Friends to commemorate Friends of the Library Week and thank them for all they do to support our library.
- H. Deb and Yvette will work on the Quimby trust fund recognition.

Upcoming events

- A. Friends of the Merrimack Public Library - next meeting 10/30/23 at 7PM at the library
- B. MPL Board of Trustees - next meeting 11/21/23 at 7PM in the Memorial Room
- C. MPLDF Committee - next meeting 11/13/23 at 5PM in the Lowell Room or virtual

Deb Covell made a motion to enter Nonpublic Session per NH RSA 91-A:3 II (c). Janet seconded the motion. A roll call vote was held. Motion passed, 5-0-0.

The board entered nonpublic session at 8:36PM.

The board returned to public session at 9:25PM.

Deb Covell made a motion to adjourn. Janet Krupp seconded the motion. Motion passed, 5-0-0.

Meeting adjourned at 9:25pm.

Approved 11/21/23