

**Merrimack Public Library Board of Trustees Meeting Minutes  
November 21, 2023 | Merrimack Town Hall Memorial Room**

Present: Trustees: Debra Covell (Chair), Janet Krupp (Treasurer), Jennifer Jobin (Secretary), Molly Mortimer; Alternates Ruthmarie Swisher (Acting trustee as meeting) and Karen Freed. Library Staff: Yvette Couser, Library Director; Excused: Robbie Reisman

Deb Covell called the meeting to order at 7:03PM

The Board recited the Pledge of Allegiance.

**Old Business**

- A. Deb Covell reviewed the October action items with the Board.
- B. SMP - no update
- C. Strategic Plan - Yvette filled in the board on progress with the strategic planning process.
- D. Building Maintenance List - The Board reviewed the building maintenance list.
- E. Energy Audit - Awaiting dates and final contract from retro-commissioning agent.

**New Business**

- A. FY 2023-24 Budget: The Board reviewed the General Ledger, Invoice Manifest and Open P.O.s in advance. Jen Jobin asked about the postage line being low and whether or not we need to add to that. Yvette will check on that.
- B. FY 2024-25 Draft Budget - Yvette received the spreadsheet that the Board will review.
- C. Policy Review - The Board discussed the 3D Printing Policy. Molly Mortimer made a motion to accept the updated 3D Printing Policy. Ruthmarie Swisher seconded the motion. Motion passed, 5-0-0. The Board reviewed changes to the Circulation Policy. Yvette explained the updates to the policy. Deb Covell made a motion to accept the updated Circulation Policy. Molly Mortimer seconded the motion. Motion passed, 5-0-0. Yvette explained the changes to the Notice and Billing Schedule. Deb Covell made a motion to accept the updated Notice and Billing Schedule. Janet Krupp seconded the motion. Motion passed, 5-0-0.
- D. Staff Holiday Gifts - Janet Krupp made a motion to purchase a \$50 gift card for each employee for holiday gifts. Molly Mortimer second the motion. Motion passed, 5-0-0.
- E. Grants - no updates.  
Jen Jobin will schedule a time to meet with Yvette to go over resources for other available grants. Jen and/or Janet will reach out to the Milford Board of Trustees to learn about the grants they are using for building projects.

**Director's Report**

*Acceptance of Gifts*

Deb Covell made a motion to accept a donation of a cake from resident Mary Johnson from Crosby Bakery. Molly Mortimer seconded the motion. Motion passed, 5-0-0.

Deb Covell made a motion to accept a donation of \$25 from the Reeds Ferry Women's Club to be used for the LOT collection. Janet Krupp seconded the motion. Motion passed, 5-0-0.

Deb Covell made a motion to accept an anonymous donation of three puzzles to be added to the LOT collection. Molly Mortimer seconded the motion. Motion passed, 5-0-0.

Yvette shared some highlights from her report:

Elevator project has been delayed until mid-December due to a delay in delivery of a part.

Waiting to hear from retro-commissioning agent with final contract.

Yvette has been in communication with Scott Livernois re: roof project to schedule a time to meet with the board. She will try for our regular business December meeting.

The plumber will come in to complete the project in the staff kitchen within the next two weeks.

Floor project to fix slope in floor by front entrance was completed today.

GMILCS board will be having a presentation from libraries using Square for credit card payments. Yvette will bring the board more information after that.

Jen Jobin had questions regarding the sewer issues mentioned in the report. Yvette explained it's an ongoing problem with no easy fix. Jered uses the snake to clear.

Jen Jobin had a question about comments on web hosting and if a change would require a change to the library's website address. Yvette will continue to gather more information.

Jen Jobin shared appreciation to the children's room staff on all of their outreach in the month of October.

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

### **Acceptance of Minutes**

Molly Mortimer made a motion to accept the 10/17/23 public minutes. Deb Covell seconded the motion. Motion passed, 4-0-1.

The board voted to to accept the 10/17/23 nonpublic minutes. Passed, 4-0-1

Janet Krupp made a motion to accept the 11/7/23 minutes. Deb Covell seconded the motion. Motion passed, 5-0-0.

### **Committee Updates**

A. *Building Exploratory Committee* - Have not met.

B. *Friends of the Merrimack Public Library* - Jen Jobin gave an update on the last Friends meeting.

C. *MPL Development Fund* - Deb Covell gave an update. The MPLDF will next meet in February.

- D. *Town Center Committee* - Karen Freed gave an update on the last meeting of the Town Center Committee. Discussions were held about future construction on DW Highway and the bridge replacement and reconfiguration of the Wire Road intersection. A ceremony was held for groundbreaking of the completion of the Souhegan River Trail.

#### **LBOT Committee Updates**

- A. *Personnel Committee* - No update  
B. *Finance Committee* - No update  
C. *Building Committee* - No update

#### **November Action Items**

- A. Deb Covell will reach out to Deb Hoadley to schedule a meeting with the trustees.  
B. Yvette and Janet will coordinate staff gift cards for holiday gifts.  
C. Jen and/or Janet will reach out to Milford library regarding grants.

#### **Upcoming events**

- A. Friends of the Merrimack Public Library - next meeting 11/27/23 at 7PM at the library  
B. MPL Board of Trustees - next meeting 12/19/23 at 7PM in the Memorial Room  
C. MPLDF Committee - next meeting 2/12/24 at 5PM in the Lowell Room or virtual

#### **Comments from the Press, Public, and Board members - None**

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

The board entered nonpublic session at 7:40PM.

The board returned to public session at 9:17PM.

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

Meeting adjourned at 9:17PM.

*Approved 12/19/2023*