**Board of Trustees**

**Merrimack Public Library**

**Merrimack, NH**

**Minutes for Public Meeting via ZOOM**

**DRAFT**

**August 18, 2020**

**Present: Trustees –** Debra Covell (Chair), Janice Tibbetts (Secretary), Janet Krupp (Treasurer), Karen Freed and Sohini Gupta

 **Library staff –** Yvette Couser, Library Director

**Trustee Chair, Debra Covell, called the meeting to order at 7:05 pm.**

*Pledge of Allegiance*

**Old Business –**

1. **July’s Action Items –**
* LBOT retreat scheduled for Saturday, September 12, 2020 at 8:30 am in the Klump Room.
* RFP – see below under “B”
* Review patron use of Princh – September
* Appeals process versions forwarded to trustees by library director
* Trustee, Sohini Gupta received copy of Trustee Manual
* Chair, Debra Covell, researched and determined that LBOT committee meetings need to be posted and minutes be taken of same
1. **RFP –** New trustee, Sohini Gupta, received copies of the RFP materials; Library Director consulted Paul Micali and RFPs do expire; further discussion will take place at the trustee retreat
2. **Copier –** awaiting copy of contract from Conway to complete ongoing discussion
3. **Appeals policy –** review and discussion of the policy. **Debra Covell moved that the Merrimack Public Library Appeals Process Policy be accepted with edits discussed. Janice Tibbetts seconded. Roll call vote was taken and the motion passed 5-0-0.**
4. **Schedule Board Retreat –** see July action items

**New Business –**

1. **Phase Six: Re-opening of the library building after Labor Day**

**\***building open to public on Tuesday(10am-7pm), Thursday (10am – 5pm) and Saturday (9am-1pm) for the following services: computer use by appointment; browsing open stacks; in-person reference; and access to Children’s room.

**\***curbside services will continue Monday, Wednesday and Friday with the building closed to the public

**\***closed on Sundays until further notice

**\***meeting rooms closed to the public

**\***hand sanitizing station at library entrance and masks available if patrons do not have their own mask

**\***staff stationed at the door to greet patrons during first few weeks of building re-opening

**Debra Covell moved to accept the move into Phase Six of the library re-opening plan after Labor Day. Janet Krupp seconded. Roll call vote was taken and the motion passed 4-1-0.**

1. **Addendum – COVID-19**

Review and discussion of addendum to the Patron Rules and Regulations.

Addendum addresses requirement of wearing a face covering, by anyone over the age of three years, when entering the library building.

**Debra Covell moved to accept that the Addendum-COVID 19 be added to the Patron Rules and Regulations. Janet Krupp seconded. Roll call vote was taken and the motion passed 5-0-0.**

**Operating Budget –**

1. **July 2020 General Ledger & Invoice Manifest** – question raised and answered: expenses related to COVID-19 are so marked

**Director’s Report –**

**Acceptance of gifts –**

**\*Book:** Troubled Water: What’s Wrong With What We Drink, by Seth M. Siegel, donated by Laurene Allen, Merrimack Citizens for Clean Water. **Karen Freed moved to accept the donation of Troubled Water: What’s Wrong With What We Drink. Debra Covell seconded. Roll call vote was taken and the motion passes 5-0-0.**

 **Barry Quimby donation** – an attorney has contacted the Library Director about a substantial potential donation from Barry Quimby’s family. No specific details yet.

 **Granite Sign** – communication continues with David Brooks; three other vendors were contacted for pricing on the granite sign project and only Swenson’s provided a quote of $2,440.00 (50% deposit and 4-6 weeks to produce and prep area work needs to be completed first – they do not do the prep work). Library Director to reach out to Kyle at the DPW to determine if prep work can be done by them.

 **Granite Steps** - Northern Lights has the project tentatively scheduled for 6-8 weeks out.

 **Curbside pick-up** program has more than 746 active patrons as of 8/10

 **State-wide ILL service** has been reinstated for returns only.

 **Library Memorial Bricks project** is moving forward.

 **Notary public services** by appointment have been reinstated and will take place at the Library’s outdoor seating.

 **Summer Reading Program** “Imagine Your Story” concluded on August 12.

 **Virtual author visit** with Katherine Arden went well.

 **Limitations on 7 day books** have been suspended and two week time period is now in effect.

 **Staff COVID status form** has been updated to reflect the Temporary Employee COVID-19 Travel and Quarantine Policy enacted by the Town Manager.

 **Town audit completed** –LBOT documents requested by Paul Micali, town Finance Director were forwarded by the LBOT Treasurer.

**Treasurer’s Report –**

 **Balance sheets as of July 31, 2020:**

* Fines Account: Started with $10,749.44 and ended with $9,205.37.
* Special Account: Started with $32,895.10 and ended with $17,885.77.
* $14,245.00 moved from Special Account to savings account

**Request to Board –**

* Discussion about moving gains in the two Fidelity Accounts, one Fine and one Special, to the money market account, to bring principal balance in each account to approximately $10,000.

**Janet Krupp moved to sell the necessary shares in the Fine account to bring the principal back to approximately $10,000. Deb Covell seconded and a roll call vote was taken. The motion passed 5-0-0.**

**Janet Krupp moved to sell the necessary shares in the Fidelity Special account to bring the principal back to approximately $10,000 and the gain to go into the money market account. Janice Tibbetts seconded and a roll call vote was taken. The motion passed 5-0-0.**

* Fidelity money market accounts to be reinvestigated.
* Discussion about open positions and schedule coverage. Library director requests to revisit this after determining impact of current scheduling situation on current staff available.

**Acceptance of Minutes –**

**Debra Covell motioned to accept the July 21, 2020 meeting minutes with corrections. Janet Krupp seconded and a roll call vote was taken. The motion passed 5-0-0.**

**Debra Covell motioned to accept the August 11, 2020 special meeting minutes. Karen Freed seconded and a roll call vote was taken. The motion passed 5-0-0.**

**LBOT Committees –**  none of the committees met this month

**Committee Updates –**

1. Building Exploratory Committee – did not meet
2. Friends of the Merrimack Public Library – did not meet
3. Merrimack Public Library Development Fund Committee – memorial brick project moving forward
4. Town Center Committee – no meeting until September

 **Review of August Action Items –**

* Tentative LBOT retreat set for September 12, 2020 at 8:45 am in the Klumpp room at the library.
* Library director to contact Kyle at Public Works Dept. regarding prep work associated with installation of the granite sign.
* Review the Fidelity accounts – fall/winter
* Treasurer, Janet Krupp to sell the shares in the Fines and Special account to bring the balance in each down to $10,000.

**Upcoming Events –**

Friends of the Merrimack Public Library board meeting – 8/24/20 @ 7pm via Zoom

Library closed for Labor Day Holiday – 9/5-7, 2020

Merrimack Public Library Committee Meeting – TBA via Zoom

**Comments from Press, Public and Board Members** – none

**Debra Covell moved to adjourn the meeting at 9:19 pm and Janet Krupp seconded. A roll call vote was taken and the motion passed 5-0-0.**