

**Board of Trustees
Merrimack Public Library
Merrimack, NH
Public Meeting Minutes
Merrimack Memorial Conference room-in person
August 17, 2021**

Present: Trustees: Debra Covell (Chair), Janet Krupp (Treasurer), Karen Freed (Secretary), Sohini Gupta, Mike Drouin; Library Staff: Yvette Couser (Director)

Public Hearing-

Karen Freed made a motion to accept \$5000 from DCU per RSA202-A:4-cIII.(a). Janet Krupp seconded and the motion passed 5-0-0.

Pledge of Allegiance

Agenda - Trustee Chair Debra Covell called the meeting to order at 7:04.

Appointments – Girl Scouts Melody Roe and Kaelyn Gagnon presented their Silver Award Project to the Trustees. Also present were Cathy Walters, head of Youth Services and parents Karen Roe and Shannon Gagnon. The project was titled “Books and Baking Kits” and involved themed desert baking kits to go along with the books highlighted. Kits, including the books will be part of the library of things. Videos of the Scouts baking the recipes using the kits were presented. They did an excellent job.

Old Business –

A. July Action Items for August:

1. Research which trustees are on which committee DONE (see Committee heading in these minutes)
2. Debra Covell spoke to Ann Warner who outlined the steps needed to begin the process of Strategic Planning. See below.
3. The Director did get quotes for the replacement carpeting and asbestos abatement through a vendor referral by Atkinson. This item will continue to move forward
4. The Treasurer adjusted the Fines checking account so that there is \$10,000 to reflect the yearly \$10,000 trustee budget. She has moved the Watson Account to the Fidelity Balance Fund.

B. Copier

1. Discussion on replacement copier has been tabled.

C. Strategic Planning

1. Ann Warner discussed how to begin the strategic planning process with Deb. She suggested that the library develop an Organizational Profile worksheet to begin to identify the mission and core strengths of the library. Then, the group as a whole should develop a rough draft.

2. Once the rough draft is developed, everyone should work to refine the profile.
3. If we work with her, the process of developing this profile is \$350 to start.

Janet Krupp moved that the trustees hire Ann Warner, for an initial payment of \$350, to guide us through the process of identifying the Library mission and core strengths. Mike Drouin seconded and the motion passed 5-0-0.

D. SMP

1. The Chair, Deb Covell, will meet with staff and community members on August 24 at 8:30 am.

New Business-

A. Policies-

Unattended Child policy-

Debra Covell moved to accept the revised Unattended Child Policy and Janet Krupp seconded. The motion passed 5-0-0.

Fine Free Pilot policy-

Staff have found old fines from several years ago. The Board discussed forgiving fines but setting up a process to appeal for lost or damaged materials.

Debra Covell moved that the library adopt an Appeal of Library Charges form to use during the fine free program, and Sohini Gupta seconded. The motion passed 5-0-0.

B. Annual Statistics-

These were presented to put in context with previous years. Digital collections are becoming most popular. This view point will continue as the information continues to stabilize.

C. July 2021 General Ledger and invoice manifest- There was no discussion of the ledger and invoice manifest.

D. Trustees Budget 2021-2022-

This budget explains the best predictions of '21-'22 expenses that the trustees have committed to pay.

Karen Freed moved that the Board accept the FY 2021-2022 Trustee Budget as presented, and Debra Covell seconded. The motion passed 5-0-0.

Director's Report – The Director, Yvette Couser, submitted her monthly report.

Acceptance of Gifts-

none

Personnel-

- Alex Jobin and Claire Sullivan are returning to school. We would like to keep them on staff lists so they can work when they are home.

Debra Covell moved that the library keep Alex Jobin and Claire Sullivan on staff lists so they can sub when they are home from school, and Janet Krupp seconded. The motion passed 5-0-0.

Grants –

The next round of ARPA grants will be available to apply for from August 27 to October 1. These competitive grants will be for at least \$10,000 and, again, will be closely restricted as to how it may be used. Department Heads have suggested programs for home delivery, mail delivery, and outreach could be funded by this grant.

COVID 19

- Rest Rooms are proposed to go to gender neutral, locked when in use and unlocked when not being used. Handles are being replaced to ones that show when the room is Occupied and when it is not.
- New library hours are going into effect on September 7.
- The Lowell Room and the Klumpp Room are open for patron use and reservations after September 7.
- Programming for kids will remain virtual to October and outdoors as late as possible as things change with COVID.

Treasurer's Report-

A. Balance Sheets for June, 2021

Fines Account (7/1/21) 5,079.96 (7/31/21) 10,208.61

Special Account (7/1/21) 28,832.83 (7/31/21) 32,236.82

Acceptance of Minutes-

- The July and August 2021 minutes will be accepted at the September business LBOT meeting.

Committee Updates

A. Building Exploratory Committee- no report

B. Friends of the Merrimack Public Library- no meeting

C. Merrimack Public Library Development Fund Committee- no report

D. Town Center Committee- Woodbury Street sidewalks are slowly moving through state and town approvals.

LBOT Committees

A. Personnel Committee- no report

B. Building/Maintenance Committee-no report/**Debra Covell moved that the Building/Maintenance Committee be discontinued and Janet Krupp seconded. The motion passed 5-0-0.**

C. Finance Committee – no report

Committee members:

- **Town Center Committee-Karen Freed**
- **Personnel- Mike Drouin, Sohini Gupta**
- **Finance- Janet Krupp, Debra Covell**

August Action Items

- A. Contact Ann Warner for strategic planning development. Deb
- B. August 24 Debra will meet with staff regarding the building exploratory process at 8:30am.

Debra Covell moved that the Board of Trustees enter non public session in accordance with RSA 91-A:3(a) Personnel and Sohini Gupta seconded. A roll call vote at 8:55 passed the motion 5-0-0.

Upcoming Events

- A. Friends of the Library Board Meeting, August 23, 7pm
- B. Fall Book Sale, TBA
- C. MPL Development Fund Committee, TBA
- D. MPL Board of Trustees monthly meeting, 9/21/21, 7pm

Comments from the press, public, and Board members –none

Debra Covell moved, and Sohini Gupta seconded, to adjourn. The motion passed 5-0-0 at 9:10 PM.

Accepted September 21, 2021