

Merrimack Public Library Board of Trustees Meeting
New Trustee Orientation
Director's Office - Tuesday, September 5, 2023

Present: Debra Covell, Janet Krupp, Molly Mortimer, Ruthmarie Swisher

Excused: Jen Jobin, Robbie Reisman, Karen Freed

Meeting called to order at 6:04 p.m.

Communication

- Debra Covell explained the communication protocols the Board follows when communicating with staff, the director, and the public. The Chair speaks for the Board. If a trustee needs to email Yvette, they should also cc the Chair.

Right to Know

- Debra Covell and Janet Krupp explained Right to Know. Trustee emails should be used for any communication regarding the business of the Board.

Roles

- There was a discussion regarding the role of the trustees and the role of the Director.

Financials

- Janet Krupp provided an overview of the money managed by the Board. She discussed the Fines and Specials accounts as well as going over the documents she provides to the Board in her Treasurer's Report each month. There was also an explanation of the Trust Funds.
- The relationship between the Town and the Board was discussed. Janet explained the difference between the appropriated budget, the anticipated funds the Board includes as our contribution to the budget, and the unanticipated funds which are not included as a part of the Town budget.

The meeting adjourned at 7:35 p.m.