

**Board of Trustees  
Merrimack Public Library  
Merrimack, NH  
Spring Trustees Retreat Notes– June 5, 2021  
Klumpp Room—In Person**

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

**Chair Debra Covell led the Pledge of Allegiance and called the meeting to order at 8:40 AM.**

**Retreat Topics:**

○ Trustee Roles-

The Trustee role is to oversee the library financials and large projects that involve the public. Trustees do not do management in the library, they are overseers and deal with the big picture. This puts them at the top of the chain of command, essentially the “boss” of the library staff. The Director is the liaison between library staff, and the Library Board of Trustees, and the town.

○ Staff Interactions-

Since it is the job of the Director to let staff know that the LBOT is the ultimate decision maker in financials and large projects, library staff are very sensitive to interactions with trustees. Often seemingly innocuous conversations or requests can be perceived as more important than the trustees are aware of or understand. It is important that trustees remember to be cautious of interactions within the library.

○ Financial Overview and Review-

Trustee reimbursement for library related purchases requires preapproval. There are forms to request reimbursement and these need receipts for the items purchased attached. This money usually comes from the fines account.

The use of Trust funds for purchases is governed by the requirements of the trust. Decisions about where the money is taken from need to be considered carefully.

Taking distributions from Trusts need to be included in the Library budget.

The treasurer has developed a Library Money Sources Chart. Town money is appropriated and specifically allocated. Capital Reserve means that the town agrees to hold an amount (\$75,000) in reserve in case of emergency needs.

Finance Department of the town handles the financial transactions using the library’s money.

There are three types of funding sources for the library- The Town, Special accounts, Fines accounts.

○ NHLTA is the NH Library Trustees Association. They are a statewide group that helps libraries that are doing reading programs. They hold workshops and conferences.

○ Strategic Planning-

The Library Director is exploring bringing in an outside consultant, Anne Warner. She is a Merrimack resident and uses the Baldrige Method to explore the library’s next long-term plan. We would also explore our wage scale to bring it up to date.

**ACTION ITEMS:**

- **Arrange for LBOT to meet in person at Merrimack Memorial room at Town Hall. Every 3<sup>rd</sup> Tuesday is reserved at 7:00. Video is available but needs to be confirmed. Karen**
- **The next meeting with SMP Architects needs to be scheduled with Jason L. Yvette or Deb**
- **We need to arrange a walkthrough of the two possible sites- discuss pros and cons. Yvette or Deb**
- **We need to discuss the Wage scale which connects with our strategic planning which connects with the new building. Janet**
- **Janice will return the laptop. Deb**
- **The Chair will speak to town financial director regarding Arefe's incentive pay. Deb**
- **Trustees should explore NH Municipal Association workshops.**
- **Treasurer will link the Fines and Special DCU accounts with the Fidelity Fines and Special accounts for easy and secure future money transfers. Janet**

**Janet Krupp moved, and Karen Freed seconded, to have the treasurer link the fines and special accounts at DCU with the Fidelity fines and special accounts for easy and secure future money transfers. The motion passed 5-0-0.**

**Yvette asked the trustees to meet with her to arrange to get keys for the trustee mailbox in the vestibule.**

**Adjournment**

**Debra Covell moved, and Janet Krupp seconded, to adjourn. The motion passed, 5-0-0. The meeting adjourned at 10:12 am.**

**Accepted June 15, 2021**