***MINUTES***

NEWMARKET PUBLIC LIBRARY

NEWMARKET, NH

BOARD OF TRUSTEES

DATE: August 28, 2023 TIME: 6:00 PM TYPE OF MEETING: Public

PRESENT: Mary Mahoney, Amy Nicholson, Candace Cousins, Joan DeYoreo, Lisa Zhe, Eric Harter

ABSENT: none

PUBLIC PRESENT: Cyndi Townes

Meeting called to Order at 6:00 PM by Mary Mahoney

1. Welcome
2. Friends of NPL Report
	1. FNPL Book sale 9/23 10AM – 2PM
	2. 10/5 fundraising day at Water Street Books in Exeter
3. Approval of minutes of previous meeting
	1. Minor adjustments were made to the FNPL report notes

Approval of July meeting minutes

* *Motion made to approve: Lisa*
* *Seconded by: Joan*
* *All in favor? Yes*

Approval of Aug 16 meeting minutes

* *Motion made to approve: Amy*
* *Seconded by: Joan*
* *All in favor? Yes*
1. Treasurer’s Report

Approval of Treasurer’s Report

* *Motion made to approve: Eric*
* *Seconded by: Lisa*
* *All in favor? Yes*
1. Library Director’s Report
	1. Migration to new Apollo system went smoothly, will go live on Wed, 8/30
* *Motion made to approve: Amy*
* *Seconded by: Joan*
* *All in favor? Yes*
1. Old Business
	1. 2025 Budget
		1. There is excess $ available for salaries because we didn’t fill the Tech Position, part time librarian that didn’t end up taking the extra hours
		2. Determined that we do not need the Tech. Position
		3. Recommended salaries have been adjusted to minimum range in proposed budget, recommend changing all of them to median
		4. Will add line item for Part time salaries adjustment to Median
		5. Will bump Library – Programs item from $4500 to $5000
		6. Recommend working to get more musicians in the big room
		7. Remove Audio/visual line
		8. Were the fire suppression and sprinkler systems upgraded while Kerry Cronin was here? We believe so
		9. Wall needs to be repaired in small meeting room, no restrictions with Historical status
		10. Remove Misc. line
		11. General Supplies item should be $5500
		12. Books & Subscriptions – increase to $52000
			1. Be prepared to justify cost
			2. Breakdown of what costs (Adult, juv, children’s, etc)
* *Motion made to approve: Joan*
* *Seconded by: Amy*
* *All in favor? Yes*
	1. Capital Improvement Plan
		1. Discussed making updates to the large meeting room
			1. Consider making it possible to divide up the room when needed
			2. Change carpet to tile or vinyl plank, improve kitchenette
		2. Capital Improvement Committee refused request for money for roof replacement and arch. study of basement, also needed more details in the request
		3. Recommend doing a full feasibility study, how much $ - do we need 3 bids?, RFP from DPW
		4. Capital Improvement plan requested by Sept. 1st but we will need an extension

Approval to request pricing for feasibility study and additional funds if over $50k

* + - *Motion made to approve: Amy*
		- *Seconded by: Lisa*
		- *All in favor? Yes*
1. New Business
	1. Donation in memory of Sandy Bonin – $100 donation to the NH Charitable Foundation
* *Motion made to approve: Lisa*
* *Seconded by: Amy*
* *All in favor? Yes*

Approval to make donation from checking account

* *Motion made to approve: Amy*
* *Seconded by: Joan*
* *All in favor? Yes*
	1. Confirmed that 3% increases were already applied to Lib. Staff salaries
1. Suggestions for Sept. meeting – Date: Sept. 25, 2023 6:00 PM
	1. Review Collection Develop policy

Entered into Exec. session 7:20 PM

* *Motion made to approve: Amy*
* *Seconded by: Lisa*
* *All in favor? Yes*
* Discussed personnel items

Left Exec session 7:35 PM

* *Motion made to approve: Joan*
* *Seconded by: Amy*
* *All in favor? Yes*

Public meeting adjourned 7:35 PM

* *Motion made to approve: Joan*
* *Seconded by: Lisa*
* *All in favor? Yes*

Minutes submitted or recorded by Eric Harter

Summary List:

* Motion made by Lisa to approve July Meeting minutes, seconded by Joan, all in favor
* Motion made by Amy to approve Aug 16 Meeting mins, seconded by Joan, all in favor
* Motion made by Eric to approve Treasurer’s Report, seconded by Lisa, all were in favor
* Motion made by Amy to approve Director’s Report, seconded by Joan, all were in favor
* Motion made by Joan to approve changes to 2025 Budget, seconded by Amy, all in favor
* Motion made by Amy to request pricing/additional funds for feasibility study, seconded by Lisa, all in favor
* Motion by Lisa to make donation to NH Charitable Foundation, seconded by Amy, all in favor
* Motion made by Amy to make donation from checking account, seconded by Joan, all in favor
* Motion made by Amy to enter Exec session seconded by Lisa, all were in favor
* Motion made by Joan to leave Exec session, seconded by Amy, all were in favor
* Motion made by Joan to adjourn public meeting, seconded by Lisa, all were in favor

Action Items and Directives:

* Eric – make adjustments to July 24 minutes, submit July/Aug to Lauren to upload
* Candace – make adjustments to Budget listed above in Section 6
* Candace – research how much feasibility study would cost, how many bids needed
* Candace – reach out to Bart about Capital Improvement plan, level set when we will submit it
* Candace – send out electronic copy of Collection Develop policy for Sept. meeting