***MINUTES***

NEWMARKET PUBLIC LIBRARY

NEWMARKET, NH

BOARD OF TRUSTEES

DATE: December 18, 2023 TIME: 6:00 PM TYPE OF MEETING: Public

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

ABSENT: none

GUEST: Tonya Cougler (Head of HR for Town of Newmarket)

PUBLIC PRESENT: none

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

1. Welcome
2. Discussion of work arrangements for new Children’s Librarian
	1. Discussed that new children’s librarian, Heather Hamada-Boyd will initially split her time between the Rec Center and NPL
	2. The Rec center would like to keep her on for 16 hours a week through February 23, 2024 and will cover her new salary for those hours
	3. Start date at NPL is January 2nd, but Heather will split her time until February 23rd
3. Friends of the NPL Report
4. $888 made at Book Sale
5. Fire and Spice fundraiser is Dec. 20th
6. Approval of Minutes
	1. November 20
		* *Motion made by Amy to approve minutes from November 20th*
		* *Seconded by: Joan*
		* *All in favor? Yes*
	2. December 6
		* + *Motion made by Joan to approve minutes from December 6th as amended*
			+ *Seconded by: Amy*
			+ *All in favor? Yes*
7. Treasurer’s Report
	1. Discussed maintaining $15K in the TD Bank Checking account
	2. We are paying $225 per month for all-in-one copier/printer/fax
	3. We are taking in a large amount of copy money, sometimes $225+ a month, so we are actually earning money from it, want to avoid any appearance of misuse of funds
	4. Closed out 3 year CD with 1.7% interest rate, opened 18 mo. CD with better interest rate of 4.5%, both at Piscataqua.
		* + *Motion made by \_Amy\_ to approve Treasurer’s report*
			+ *Seconded by: Lisa*
			+ *All in favor? Yes*
8. Director’s Report
	1. Had send-off for MaryJo on Thursday, Dec. 14th
	2. The Town Deliberative Session session will be held on Feb. 3rd, voting is on March 12th
9. Old Business
10. Policy Approval:  reviewed and made some adjustments to Collection Development policy
* *Motion made by Amy to accept Collection Development policy as amended*
* *Seconded by: Lisa*
* *All in favor? Yes*
1. Hoopla
	* 1. Pros - a good way to largely expand collection, no wait time, no limit on number of copies, can be canceled at any time
		2. Cons might be if we didn’t set a limit and it costs us too much, or if there isn’t enough awareness and it isn’t used
		3. If we limit to 4 checkouts per person, per month, the $5000 initial cost would be spread out over 2 years
		4. After initial 2 years, could decide to cancel, continue at $2500/year or adjust. Would be a monthly fee after initial $5K.
		5. Candace feels like it could be easily worked into the book budget and Friends of NPL are willing to kick in at least $1000
		+ *Motion made by Joan to spend $1500 based on donation from patron toward cost of Hoopla*
		+ *Seconded by: Amy*
		+ *All in favor? Yes*
2. Review Terry Knowles’ Recommendations
3. John Rattigan doesn’t recall the conversation with a previous Director and Chair of the Trustees
4. The account is not considered a ‘trust fund’ but it is still tax-payer money. Bill Tappan suggests keeping it as is or putting it into capital reserve. The account is considered an ‘Unexpended Reserve Trust’
5. Need to ask NHLTA Legal counsel for advice since we have a special case and they will know best about law for Libraries
6. Director Evaluation
	1. Trustees will complete evaluation and put hard copy in Mary’s box by Jan 8th
	2. Trustees will meet to review Jan 10th
	3. Mary will meet with Candace Jan 15th
7. New Business
	1. 2024 Holidays – Candace will type up 2024 dates to vote on during January meeting
8. Suggestions for January 22, 2024 6PM meeting
	1. 2024 Holidays
	2. Unexpended Reserve Trust, guidance from NHLTA Lawyer
	3. Feasibility Study – request for proposal
	4. Talk about free Narcan kits and training for the Library
	5. Options for doorbell, camera on both doors
9. Discussed concerns with cars parking out front – need signage
10. Adjournment
	1. Public meeting adjourned 7:10 PM
* *Motion made by Lisa to adjourn meeting*
* *Seconded by: Eric*
* *All in favor? Yes*

Minutes submitted or recorded by Eric Harter

Summary List:

* Motion made by Amy to approve 11/20 minutes, seconded by \_Joan, all were in favor
* Motion made by Joan to approve 12/6 minutes, seconded by Amy, all were in favor
* Motion made by Amy to approve Treasurer report, seconded by Lisa, all were in favor
* Motion made by Amy to approve Collection Development policy, seconded by Lisa, all were in favor
* Motion made by Joan to accept $1500 donation, seconded by \_Amy, all were in favor
* Motion made by Lisa to adjourn public meeting, seconded by \_Eric, all were in favor

Action Items and Directives:

* Joan – reach out to Legal Counsel for NHLTA – what do we do with funds in ‘unexpended reserve trust’: <https://www.nhlta.org/resourcescontact.asp>
* Trustees – Complete Candace evaluation and put in Mary’s box by Jan 8
* Candace will type up 2024 dates to vote on during January meeting
* Candace – look into becoming a Notary in 2024
* Candace – research options for door surveillance