Newmarket Public Library Trustees

Meeting Minutes

*Draft*

February 27, 2023 meeting

* Call to order at 4 p.m.

**Present:** Trustees Joan DeYoreo, Eric Harter, Mary Mahoney (via ZOOM),, Amy Nicholson, Lisa Zhe, Interim Library Director Barbara Tosiano

Cindi Townes - Friends of Newmarket Public Library

1. **Friends report**
2. February meeting - two new Friends joined - Jody Boyd and Barbara Briggs; received $25 donation.
3. Treasurer reported balance of $5,250.
   1. Income - $100 in membership dues, $40 in book cart sales and $80 in totes.
   2. Expenses - NH state park pass and flowers for Kerry.
4. Isabella Stuart Gardner passes now available. Also Woodman Museum and Portsmouth Historical Society - not open until April - people should check when taking out passes.
5. Book sale will be held March 11th
6. Book stickers - designed by Ellen Hopkins are available to put in books for the free library.
7. Ellen went to Little Free Library -no books on top, and was told by Lamprey that the librarian took books. Will look into this.
8. Email on friends brochure not working, will get new address.
9. Backyard bash - waiting for the new librarian to coordinate.
10. **Minutes**

*Trustee Harter made a motion to approve the January 24 minutes, seconded by Trustee DeYoreo, unanimously approved.*

1. **Treasurer’s report -**  Debit account used for various expenses. Need to figure out a source of funding for that account. Trustees discussed options.

*Trustee Harter made a motion to accept the $750 donation from Newmarket Community Education Partnership, seconded by Trustee Zhe, unanimously approved.*

*Trustee Mahoney made a motion to accept the $1,000 donation from the Joseph and Margaret Ann Family Trust, seconded by Trustee Harter, unanimously approved.*

*Trustee Harter made a motion to accept the $300 from the NH Council for Humanities for the program Abolitionists of Noyes Academy, seconded by Trustee Zhe, unanimously approved.*

*Trustee Mahoney made a motion to replenish the debit card fund with money market funds, not to exceed $300, seconded by Trustee Nicholson, unanimously approved.*

*Trustee Zhe made a motion to accept the treasurer's report, seconded by Trustee Harter, unanimously approved.*

1. **Director’s report**
   1. More and more patrons are getting cards, 6 more today.
   2. Programs continue to be busy.
   3. Ramp - electricity installed to keep ice off in winter; Doug put padlock on thermostat so nobody can touch it.
   4. Karen Bloom came by with no heat in the tower room; found there’s an extra radiator that hadn’t been turned on.
   5. Door counter - repositioned from top of door to sign and now works.
   6. Technically done tomorrow but will come in for book sale, three days in March to keep some things rolling and will come in on the new director’s first day to do the handoff. I’ve been trying to document all the notes for her.
2. **Old business - Veterans Memorial -** Trustee DeYoreo nothing new.

**Art and Tourism** - they will not pursue the proposed outdoor art project at this time.

1. **New business -Policy review schedule -**

Internet access and unattended children for March.

Collection development and patron conduct for April.

Material donation and exhibits for May

Investment policy for June

1. **Social media policy -**

Discussed, Barbara will edit and bring it to the next meeting.

1. **Welcome reception for the new director** - April 4th, Tuesday, 4-6 - gives Candace two weeks to get her feet wet. I asked her today and she is free. Cake and flowers from Friends - Cyndi will add to Friends agenda.
2. **Announcing the arrival of Candace** - will send to town the Feb. report, would like to put in there that trustees have hired a new director. Candace is OK with the announcement. Tonya needs I9 done before she can start working, and needs a hiring packet from town.

*Trustee Harter made a motion to accept the donated sampler, seconded by Trustee DeYoreo, unanimously approved.*

1. **March meeting**
   1. Policies - unattended children, internet access, social media.
   2. Two copier contracts - leaf for rental of the machine, that contract done 5 years ago, expires in April. Seacoast Business Machine - service and toner - or they can also provide us with a machine.

*Trustee Harter made a motion to adjourn at 5:09 p.m., seconded by Trustee Zhe, unanimously approved.*

*Next meeting will be March 27th at 6 p.m.*