***MINUTES***

NEWMARKET PUBLIC LIBRARY

NEWMARKET, NH

BOARD OF TRUSTEES

DATE: January 29, 2024 TIME: 6:00 PM TYPE OF MEETING: Public Meeting

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

ABSENT: Amy Nicholson

PUBLIC PRESENT: none

Meeting called to Order at 6:05 PM by Mary Mahoney

1. Welcome
2. Friend’s Report - No representation from Friends
3. Approval of Minutes
   1. Minor changes made to p. 2 of the minutes

Approval of minutes from December 18, 2023

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

1. Treasurer’s Report
   1. Joan received email from TD Bank, we went into the negative due to multiple charges on auto-withdrawal. Joan moved money from Checking Account to cover deficit.
   2. TD Bank Debit Account is a special Government account, Joan will work to close it out. Recommends starting a TD Bank CD using $4000 from the Money Market account and $1000 from Checking, can’t be touched but will have a better interest rate.
   3. Candace - check to see what the Non-Profit account ID is, make sure that her Debit card is on that account
   4. Joan reached out to the NHLTA about the Unexpended Funds Trust, they had not heard of that kind of account, Libraries aren’t supposed to have that kind of account. Candace will see if we can get Terry Knowles to comment.

Motion made to write a $2000 check for Hoopla.

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

Motion made to take money from TD Money Market and Checking Accounts to create a CD.

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

Approval of Treasurer’s Report

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

Motion made to accept $50 donation from Phil Ginsberg.

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

1. Director’s Report – some highlights
   1. 30 new cards in December, average daily foot traffic was 254
   2. There are around 2000 total borrowers
   3. Saturday Story Time is now EVERY Saturday
2. Old Business
   1. 2024 Holidays – adjustments made:
      1. Christmas Eve, December 24, 2024 – Library will close at 2PM
      2. New Years Eve, January 1, 2025 - Library will close at 2PM

Motion made to approve 2024 Holidays.

* *Motion made to approve: Joan*
* *Seconded by: Lisa*
* *All in favor? Yes*
  1. Library Substitute - discussed that the salary seems low, should say $17/hour, $20 as of July 1, 2024
  2. Request for Qualifications for Feasibility Study
     1. Mention of attic space which refers to the Tower Room, not sure it will be feasible to make it a full room
  3. 2025 Budget: Deliberative Session 2/3, 9am
  4. Art Displays in Tower Room – not discussed

1. New Business
   1. Personnel Policy
      1. In the past, tweaked Town personnel policy to fit library, last reviewed 2014. This is an extensive document that Candace will print to PDF and print some copies for Trustees to review.
   2. 21st Century Library Strategic Plan Model - Fresh Food at the Library
      1. Idea is that people with extra fresh food donate, it can be kept in fridge, available for those who need it. Perhaps Lowes would donate a fridge.
2. Executive Session

Approval to go into Exec. Session

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

Approval to exit Exec. Session

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

1. Adjournment

Approval to adjourn

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

Next meeting February 26 at 6:00 p.m. - will need to change date, TBD over email

Minutes submitted or recorded by Eric Harter

Summary List:

* Motion made by Lisa to approve Meeting Minutes, seconded by \_Joan , all were in favor
* Motion made by Lisa to write Check for Hoopla, seconded by \_Eric , all were in favor
* Motion made by Lisa to take money from TD Money Market and Checking Accounts to create a CD, seconded by \_Eric , all were in favor
* Motion made by Eric to approve Treasurer’s Report, seconded by \_Lisa\_, all were in favor
* Motion made by Joan to accept donation from Phil Ginsberg, seconded by \_Lisa\_, all were in favor
* Motion made by Joan to approve 2024 holidays, seconded by \_Lisa\_, all were in favor
* Motion made by Eric to enter Executive Session, seconded by Lisa, all were in favor
* Motion made by Eric to leave Executive Session, seconded by \_Lisa, all were in favor
* Motion made by Eric to adjourn public meeting, seconded by \_Lisa , all were in favor

Action Items and Directives:

* Eric – update 12/18/23 minutes, send to Lauren to post
* Candace - check to see what the Non-Profit account ID is, make sure that her Debit card is on that account
* Candace - reach out to see if Terry Knowles can meet with us re. The Unexpended Funds account
* Trustees - read Exhibit Policy, be ready to review for Feb. Meeting
* Candace - send PDF of Personnel policy for Trustees to review
* Candace - check with Patty Marsdon at Newmarket Community Church Food Pantry, see if Library can partner, hold off on asking Friends