***MINUTES***

NEWMARKET PUBLIC LIBRARY

NEWMARKET, NH

BOARD OF TRUSTEES

DATE: November 20, 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. Friend’s Report
   1. Total deposits $567.33, $89 in expenses for new work table, ending balance $4,139.07
   2. Fire & Spice Fundraiser on Dec. 20th
   3. Next book sale – Dec. 2nd
   4. Looking into doing an event at the Brook for 2024, also Fair Tide Thrift store in Kittery
3. Approval of Minutes
   1. Approval of Oct. 23 Meeting minutes

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

1. Treasurer’s Report
   1. Monthly Report
      1. Discussed switching current CD for a different one with much better interest rate, both at Piscataqua
   2. Approval to change over accounts at Piscataqua

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

1. Library Director’s Report
   1. Motion to accept $1500 donation as thank you for notary services rendered by Kerry Cronin

* *Motion made to approve: Joan*
* *Seconded by: Amy*
* *All in favor? Yes*
  1. Approval to write check for $379.30 to Bob Cottrell for NH State Dog talk
* *Motion made to approve: Joan*
* *Seconded by: Amy*
* *All in favor? Yes*

1. Old Business
   1. Policy Updates – Collection Development – to be reviewed/approved during next meeting with feedback from Trustees
   2. 2025 Budget
      1. As far as we know Town Counsel approved and passed it along to the next phase
   3. Feasibility Study
      1. Went over Building project initial timeline
      2. Haven’t had any public interest in participating in the survey, could consider providing an incentive to participate
   4. Town Counsel Resolution
      1. Unreserved fund balance is $159,150.72. Terry Knowles from State of NH had previously directed us to empty out the account, transfer money into Capital Improvement or general trust fund. Not sure if Bill Tappan is aware of that, so Mary will meet with him.
      2. Will review Terry Knowles recommendation, decide next steps during next meeting
2. New Business
   1. Lisa – program idea
      1. Anne Romney – recommending she come to speak, sounds like a great idea!
   2. Hoopla
      1. Many local Libraries use this, bigger than Libby which we have currently by default and can’t be canceled, on-demand with no wait time
      2. Candace would do an introductory class so patrons know how to use it
      3. One time $5000 set up cost, need breakdown of pricing, should consider for next year budget, FNPL would be amenable to contributing to this, could come from Unreserved fund?
3. Suggestions for December meeting - Date: December 21 6:00 PM
   1. Collection Development policy
   2. Review Terry Knowles’ recommendation
   3. Jan 15th evaluation of Candace, evals from Trustees to Mary’s mailbox by Jan 8th
4. Trustee Exec Session will occur on Jan 10, 2024 6PM to go through Candace eval.
5. Adjournment

Public meeting adjourned 7:00 PM

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

Minutes submitted or recorded by Eric Harter

Summary List:

* Motion made by Joan to approve Oct 23 Minutes, seconded by Lisa, all were in favor
* Motion made by Amy to approve changing over accounts at Piscataqua, seconded by Lisa, all were in favor
* Motion made by Lisa to approve Treasurer’s Report, seconded by Amy, all were in favor
* Motion made by Joan to accept $1500 donation, seconded by Amy, all were in favor
* Motion made by Joan to write check to Bob Cottrell, seconded by Amy, all were in favor
* Motion made by Eric to adjourn public meeting, seconded by Joan, all were in favor

Action Items and Directives:

* Trustees – review Collection Development policy, review/approve during next meeting
* Lisa – will send out the info. From Terry Knowles to review next meeting
* Candace – ask neighboring libraries – what has their Hoopla usage been? Actual costs
* Mary – meet with Bill Tappan, send Trustees link for Candace evaluation to be completed by Jan 8th