

Newmarket Public Library Trustees

Meeting Minutes

Approved

August 24, 2020 meeting

Present: Trustees Joan DeYoreo, Mary Mahoney, Amy Nicholson, Sarah Stinson, Lisa Zhe, Library Director Carrie Gadbois.

Not Present: Friend Liaison Sandy Bonin.

1. Minutes -

Trustee DeYoreo made a motion to approve the July 27th meeting minutes as amended, seconded by Trustee Stinson, unanimously approved.

2. Treasurer's Report -

Trustee Stinson made a motion to approve a check for \$51.66 to Seacoast Business Machines, seconded by Trustee Mahoney, unanimously approved.

Trustee Mahoney made a motion to accept a \$25 donation from Barbara Tetrault (mother of Trustee Zhe), seconded by Trustee DeYoreo, unanimously approved.

Trustee Zhe made a motion to approve the treasurer's report, seconded by Trustee Stinson, unanimously approved.

3. Director's Report - Carrie said she's ready with the FY2022 operating budget. Trustee Mahoney suggested a line be included to give staff raises, particularly this year with all of their hard work during the pandemic. Carrie will look at what other libraries are doing for raises this year. Budget is due to Bill Tappan (finance director) the week of September 14th. Trustees will have a special meeting on September 14 to go over the final proposed budget. Capital Improvement Plan (CIP) - working with planner Diane Hardy as well as town manager Steve Fournier - anything over \$50k should be put in the CIP plan for the next six years. If projects are on the list, we

can get the \$\$ out of CIP. If we want to take money from CIP for a project, we write a resolution and it goes to town council for approval. Steve asked me to update the list, taking things off that have been completed, update priorities (urgent, compulsant or desirable). Right now projects include painting and plastering, the ADA door and landscaping improvements. Currently \$109k in our CIP. Estimates for projects are

- a. \$68,200 for plaster repair and painting.
- b. \$100,000 for ADA compliant door
- c. \$72,000 for landscaping update

We can request funding every year until we raise enough for each project. Also \$70,000 for roof repairs. Carrie will get updates for these quotes. She will ask the town if DPW can do some of roof repairs

Hotspots - checking with our Verizon rep, Ted Wiggin, to get prices for a few hotspots to be able to check out to patrons. Would include a SIM card and be registered to NPL. Possibly short term (one week) and long term (four week) check outs. Will take \$\$ out of programming and equipment. In addition will put sign up outside to give people instructions on how to use wifi from outside the building.

Opening - no complaints received by staff of why not open yet. Need to come up with an opening plan, including acrylic for circ desk, no seating and masks, for when we do open.

Historical society - do share information with them. Have worked with Christine Carmichael in the past, and also sell postcards for Newmarket Historical Society.

Meeting adjourned at 5:45 p.m.

Next meeting will be Monday, September 14th at 4 p.m.

NEWMARKET PUBLIC LIBRARY

TRUSTEES MEETING

AUGUST 24, 2020 @ 4:00 PM

AGENDA

1. Friends Report
2. Approval of July minutes
3. Treasurer's Report
4. Director's Report –
FY 2022 Operating Budget preliminary discussion
FY 2022 CIP Budget
Mobile Hotspots
Reopening discussion
Wentworth Cheswell
Relationship with New Market Historical Society
5. New Business
6. Old Business
7. Next Meeting – September 28 @ 4:00PM
8. Adjournment