***MINUTES***

NEWMARKET PUBLIC LIBRARY

NEWMARKET, NH

BOARD OF TRUSTEES

DATE: October 23, 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: none

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

1. Welcome
2. Friend’s Report
   1. Per Sept. Treasurer’s report, Friends have a balance of $3660.74
   2. Made $164 from the raffle and $565 in book sales
   3. In Oct. made $182.83 from Water St. Book sales and $164 for Raffle Basket
   4. Next book sale Dec. 2
3. Approval of Minutes
   1. Approval of Sept. 18 Meeting minutes – already approved and posted to NPL website
   2. Approval of Sept. 25 Meeting minutes

* *Motion made to approve (as amended): Joan*
* *Seconded by: Amy*
* *All in favor? Yes*

1. Treasurer’s Report
   1. Monthly Report
      1. We are $7K ahead of where we were at this time last year
   2. Trust funds allocation
      1. Joan looked into various options of CD’s, not seeing better rates available elsewhere. Recommend moving the M&T CD into a savings account. Would be small or no penalty ($55)
      2. NH PDIP account is not insured

Approval to move M&T CD into a savings account

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

Approval of Treasurer’s Report

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

1. Library Director’s Report
   1. Great traffic during Sept, with 82 new patrons and 85 renewals!
   2. Teen couch is in place
   3. Several activities scheduled for November
2. Old Business
   1. Budget update
      1. Steve Fournier (Town Manager) is recommending our changes as submitted
      2. Candace will meet with Mary, can inc. Bill Tappan. Bill indicates that it is important for member(s) of Trustees to attend meeting on 10/28
   2. Town Counsel Resolution
      1. Need to determine what account to use. Will use Library Facility Improvements fund. What bank do we use? Stay with TD Bank and keep it local? Joan recommends M&T.

Accept the resolution to put money in Library Facility Improvements fund

* *Motion made to approve: Amy*
* *Seconded by: Lisa*
* *All in favor? Yes*
  1. Policy – Collection Development – Trustees will review separately, approve during next meeting

1. New Business
   1. Head Youth Services Library job description
      1. Candace couldn’t locate anything on file, so made adjustments to the parttime description
      2. Should indicate candidate has MLS or is working towards getting an MLS
      3. Changes to list of skills required, candidate working independently, more programming for all ages
      4. Can remove part about working with Trustees and elected officials, keep ‘community groups’

Approval of Head Youth Services Librarian job description as amended

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

1. Suggestions for November meeting - Date: November 20, 2023 6:00 PM
   1. Collection Development Policy Review/approval
2. Executive Session: Personnel

Approval to go into Exec. Session

* + *Motion made to approve: Amy*
  + *Seconded by: Joan*
  + *All in favor? Yes*
  1. Discussed staffing

Approval to leave Exec. Session

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

1. Adjournment

Public meeting adjourned 7:03 PM

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

Minutes submitted or recorded by Eric Harter

Summary List:

* Motion made by Joan to approve Sept 25 Minutes, seconded by Amy, all were in favor
* Motion made by Amy to approve moving M&T CD into savings account, seconded by Lisa, all were in favor
* Motion made by Lisa to approve Treasurer’s Report, seconded by Eric, all were in favor
* Motion made by Amy to approve resolution to put money in Library Facility Improvements fund, seconded by Lisa, all were in favor
* Motion made by Joan to approve Head Youth Services Librarian job description, seconded by Eric, all were in favor
* Motion made by Amy to enter Executive Session, seconded by Joan , all were in favor
* Motion made by Joan to leave Executive Session, seconded by Amy, all were in favor
* Motion made by Amy to adjourn public meeting, seconded by Lisa , all were in favor

Action Items and Directives:

* Candace – meet with Mary to prepare for Oct. 28 meeting
* All Trustees – Review Collection Development policy to be revised/approved next meeting