***MINUTES***

NEWMARKET PUBLIC LIBRARY

NEWMARKET, NH

BOARD OF TRUSTEES

DATE: September 25, 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 6:03 PM by Mary Mahoney

1. Welcome
2. Friends of the NPL Report – Mary/Candace provided highlights
   1. Made total of $624.50 at Sept. 23 Book sale
   2. Secured Dec. 20th at Fire and Spice
3. Approval of Minutes

Approval of Aug. 28 Meeting minutes

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

Approval of Sept. 18 Meeting minutes

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

1. Treasurer’s Report

Approval of Treasurer’s Report

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

1. Library Director’s Report
   1. Planning into November and a few events beyond
   2. 68 new library cards in Sept!
   3. Water Street Books Friends Day is Oct. 5th – purchase in store or online, Newmarket will get 10%
   4. Joan had idea to have an event with her Viola teacher and class, other music programs
   5. Need $300 check for Witchcraft program, total cost is $334

Approval to accept donation to NH Humanities Fund

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

Approval of $334 for Witchcraft program

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

1. Old Business
   1. Policy Updates: Collection Development – will defer to a later meeting
   2. 2025 Budget
      1. Went over detailed info. on staff wages
      2. 2025 is a little over 16% increase from prior year’s budget
   3. Feasibility Study
      1. Looked at Tucker Free Library arch. feasibility study from March 2019
      2. What does town of Newmarket have as a template for a feas. study? Tucker Free has a good template. Have they been able to complete their improvements? Are they happy with it? What would they have done differently?
      3. May be a concern with getting sufficient amount of bids
      4. How do we want to proceed? A building committee with members of Trustees and the public with experience (eg: the owner of a construction firm or a contractor or engineer)
      5. What’s in scope? Replace freight elevator, basement, outdoor space, new door, staff room. Out of scope: attic in the Tower.
      6. What historical registries is the Library a part of?
      7. Could talk to former members of the School Board about the Jr/Sr High Improvements
      8. Next Steps:
         1. Put out survey on Website/FB poll – to be sent out in October
         2. Create Focus Group, start gathering interested people
         3. Put out RFP – target January ‘24
         4. Form committee
   4. Town Resolution for unspent funds
      1. Needs to be put in a separate trust fund
      2. Discussed setting it aside in an account for building improvements
2. New Business
   1. Friends Raffle Basket
      1. 3 remaining gift cards, will give to FNPL to distribute as they see fit
      2. Drawing will be Friday, Oct. 13th
3. Suggestions for October meeting - Date: October 23, 2023 6:00 PM
   1. Will be doing a lot of follow-ups
4. Executive Session: Personnel

Approval to go into Exec. Session

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

Approval to leave Exec. Session

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

1. Budget meetings
   1. Looked at the FY25 Budget / Town Election 2024 Timeline
2. Adjournment

Public meeting adjourned 7:22 PM

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

Minutes submitted or recorded by Eric Harter

Summary List:

* Motion made by Amy to approve Aug 28 Minutes, seconded by Joan, all were in favor
* Motion made by Joan to approve Sept 18 Minutes, seconded by Lisa, all were in favor
* Motion made by Eric to approve Treasurer’s Report, seconded by Amy, all were in favor
* Motion made by Joan to accept donation to NH Humanities, seconded by Eric, all in favor
* Motion made by Amy to allocate $334 to Witchcraft program, seconded by Lisa, all were in favor
* Motion made by Joan to enter Executive Session, seconded by Amy, all were in favor
* Motion made by Eric to leave Executive Session, seconded by Joan, all were in favor
* Motion made by Lisa to adjourn public meeting, seconded by Amy, all were in favor

Action Items and Directives:

* Eric – amend Sept. 18 minutes, send both sets to Lauren to post
* Candace – what historical registry (if any) is NPL on?
* Trustees – send Candace input on what we want to see on the survey
* Candace - Start working on a survey for Feas. Study – what do people want to have in their library?
* Candace/Joan – contact lawyer, write up resolution of unspent funds to bring to Town Counsel