



Newmarket Public Library
Trustees' Meeting
September 26, 2022 @ 6:00 PM

Time	Agenda Items	Presenter
6:00 – 6:05	Welcome	Chair
6:05 – 6:07	Consent Agenda Treasurer's Report Library Director's Report & Financial Report Approval of Meeting Minutes	Trustees
6:07 – 6:09	Friends of the Newmarket Public Library Report	Friends
6:09 – 6:19	Capital Budget Update and Next Steps	Trustees & Director
6:19 – 6:25	Planning for Budget Presentation to Town Council	Trustees & Director
6:25 – 6:30	Council Resolutions	Trustees & Director
6:30 – 6:40	Email Migration	Trustees & Director
6:40 – 6:55	Other Business	Trustees & Director
6:55 – 7:00	Adjournment	Chair
Next meeting October 24, 2022		

Newmarket Public Library Trustees

Meeting Minutes

Approved

September 26, 2022 meeting

- Call to order at 6 p.m.

Present: Trustees Joan DeYoreo, Eric Harter, Mary Mahoney, Amy Nicholson, Lisa Zhe, Library Director Kerry Cronin

1. Minutes

Trustee Nicholson made a motion to approve the August 29, 2022 minutes as amended, seconded by Trustee Harter, unanimously approved.

Trustee DeYoreo made a motion to approve the September 12, 2022 minutes as amended, seconded by Trustee Harter, unanimously approved.

2. Consent Agenda

Trustee DeYoreo made a motion to approve the consent agenda, seconded by Trustee Harter, unanimously approved.

3. Resolution - transfer unexpended funds to library trust fund for maintenance and operations - Kerry, Joan and Mary will meet with Steve Fournier, asking for the help of town attorney John Rattigan to help draft a resolution.

4. Capital Improvement budget update

Kerry informed the board that the CIP committee did not recommend either the architectural study of the lower level nor the roof replacement for funding. Trustees and Kerry had a brief discussion of other options.

Trustee DeYoreo made a motion to request from town council permission to withdraw \$25k from CIP funds for feasibility study to be able to open downstairs, seconded by Trustee Nicholson. Unanimously approved.

Trustee Nicholson made a motion to withdraw our request for funding for study from CIP for next year's budget \$25k, seconded by Trustee Harter, unanimously approved.

5. Planning for **budget presentation** to town council - add to Oct. 24 agenda.

- \$506,329.35 proposed budget
- \$390,246.30 this year's budget.

Kerry - per Bill Tappan, finance director (Town of Newmarket) - \$2,754 increase to budget due to increased cost in health insurance (not FICA).

Trustee Nicholson made a motion to increase proposed 2024 budget to \$509,083.35 due to rise in health insurance, seconded by Trustee DeYoreo, unanimously approved.

6. Council resolutions

Will be going with TECTA for the roof project.

Trustee Harter made a motion that Kerry create a new resolution for roof to ask town council to allocate an additional \$2,125 from CIP for roof repair, seconded by Trustee Nicholson, unanimously approved.

Trustee Nicholson made a motion to request up to \$6k for electrical work to install a heated pad on ramp from CIP, second by Trustee DeYoreo, unanimously approved.

7. Email migration

Trustee Nicholson made a motion to switch to Microsoft email for up to \$800/annually, second by Trustee DeYoreo, unanimously approved.

Trustee Harter made a motion that we expend up to \$1,100 for the first year for a new phone system, seconded by Trustee DeYoreo, unanimously approved.

Trustee Nicholson made a motion to approve the sale of walking tour maps for historical society at circulation desk, seconded by Trustee DeYoreo, unanimously approved.

Action Item - everyone have three bullet points for the budget presentation for our next meeting.

Trustee Harter made a motion to adjourn at 7:25 p.m., seconded by Trustee Zhe, unanimously approved.

Minutes submitted by Trustee Lisa Zhe

Next meeting will be Monday, October 24 at 6 p.m.