***MINUTES***

NEWMARKET PUBLIC LIBRARY

NEWMARKET, NH

BOARD OF TRUSTEES

DATE: March 7, 2024 TIME: 6:00 PM TYPE OF MEETING: Public

PRESENT: Mary Mahoney, Joan DeYoreo, Lisa Zhe, Amy Nicholson, Candace Cousins, Eric Harter

ABSENT: none

PUBLIC PRESENT: Cheri Corbett

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

1. Welcome
2. Friends Report
   1. Cheri provided FNPL report
   2. Total deposits $953, balance of $4559.06
   3. Little Free Library outside Lamprey Healthcare is fully stocked
   4. Brick Sales - some of the names and dates are fading, have put in request, can get a special black paint to touch them up
   5. Next book sale: March 24 10-2, will coordinate June book sale with Blooming Newmarket plant sale
   6. All book donations are on hold while we do town feasibility report, transporting boxes from basement to Transfer Station. Checking into an option to join with Wigan Library to sell a minimum 5000 books to Thrift. Have to be donated without covers attached.
   7. Looking into major fundraisers at their next meeting, goal is to apply to the Brook in Seabrook
3. Approval of minutes

Approval of minutes from January 29th meeting

* + *Motion made to approve: Lisa*
  + *Seconded by: Joan*
  + *All in favor? 4 in favor, 1 abstain (Amy was absent for that meeting)*

1. Treasurer’s report
   1. As of end of January, approximately $7000 ahead of where we were a year ago
   2. Closed out TD debit card account
   3. Joan went through CD terms and % rates, shorter term CD’s have the best return. 4 mo. at 4.14%.

Approval to close out TD money market account, move funds in 4 mo. CD

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

Approval of treasurers report

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

1. Director’s Report
   1. Work underway to interview Sub candidates, will start by hiring 3 candidates that she really likes. Candace will look to hire them immediately, will call tomorrow.
   2. Good Feb. attendance at Library events
   3. Joan recommended advertising Seacoast Plant Swap and Newmarket Community Garden
   4. Brought in Pest Control to take care of mouse problem
   5. Made some modifications to children’s room
2. Old Business
   1. Trustee Bank accounts - already covered during Treasurer report
   2. Request for qualifications for feasibility study

Approval to move forward with Architectural Feasibility Study

* + *Motion made to approve: Lisa*
  + *Seconded by: Joan*
  + *All in favor? Yes*
  1. 2025 Budget - Town vote, March 12
  2. Approval of exhibit policy - One minor typo in item #5

Approval of Exhibit policy as amended

* + - *Motion made to approve: Amy*
    - *Seconded by: Eric*
    - *All in favor? Yes*
  1. Fresh food at Library - Pastor Patty is interested in partnering on something, School has done a survey - food was flagged as a major need. Candace will go to next 60 hours of hunger meeting.
  2. Personnel policy - Candace look at most confusing, problematic parts for Trustees to go through
  3. Strategic planning

1. New Business
   1. Library computer behavior
      1. Case is ongoing, Police determined identity and notified parents of perpetrator and the young girls that witnessed it.
      2. Will move computers onto a long table with dividers and 3 computer stations where magazine stand is currently. Users would sit with their backs to the wall.
      3. Would move magazines into the Tower Room
      4. Candace has money available for table and dividers in Equipment budget
2. Executive Session

Approval to enter into executive session

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

1. Adjournment

Approval to adjourn

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

Next meeting March 25 at 6:00 p.m.

Minutes submitted or recorded by Eric Harter

Summary List:

* Motion made by Lisa\_ to approve Jan 29 minutes, seconded by \_Joan\_, Vote: 4 in favor, 1 abstain
* Motion made by Joan\_ to move money market funds into CD, seconded by Eric\_, all were in favor
* Motion made by Amy to approve Treasurer report, seconded by \_Lisa\_, all were in favor
* Motion made by Lisa\_ to proceed with Feasibility study, seconded by \_Joan, all in favor
* Motion made by Amy\_ to accept Exhibit policy as amended, seconded by \_Eric\_, all were in favor
* Motion made by Joan\_ to enter Executive Session, seconded by \_Amy, all were in favor
* Motion made by \_Eric\_ to adjourn public meeting, seconded by \_Amy\_ , all were in favor

Action Items and Directives:

* Candace - identify confusing, problematic parts of Personnel policy
* Candace – attend next 60 hours of hunger meeting
* Candace - call substitutes about starting
* Candace - advertise Seacoast Plant Swap and Newmarket Community Garden