Newbury Town Library

Minutes of the Trustees Meeting

Date: May 18, 2022

Via Zoom

Meeting called to order at 5:35 PM. In Attendance: Terry Litterst, Dick

Ravin, Alex Burke, Margaret Grimes, Beth Cennami and Erin Ouimet.

Ms. Litterst orally presented the minutes of the meeting of April 27, 2022. The board approved the minutes as presented. So moved, seconded and voted by unanimous consent.

The Trustees welcomed its newest member, Ms. Cennami, and acknowledged Ms. Ouimet’s presence for the first time as new Library Director. The Trustees accepted the nomination of Mr.
Burke as Board President and Mr. Ravin as Secretary. The Trustees moved, seconded and voted unanimously to accept the election of officers as nominated.

Ms. Ouimet discussed the hiring of Ms. Dorothy Moynihan as Assistant Director and the still-open position of Youth and Children’s Librarian. Interviews are ongoing.

Ms. Ouimet informed the board that the repair project to fix areas damaged by this winter’s leak will begin on May 23rd. She outlined how she will fulfill the library’s yearly obligation to spend 19% of its budget on materials. The board moved, seconded and voted unanimously to empower Ms. Ouimet to use money from the Gift and Memorial Fund up to a limit of $2000, if she needs to make purchases before the next Trustee meeting in June.

Ms. Ouimet and the Trustees then discussed the hiring of the library’s Information Assistant, the challenges of filling empty positions with current salary limits, and the prospect of losing access to several applications and websites without a library-controlled credit card. The board and Ms. Ouimet also discussed the library’s Collection Policy document, and its Request for Reconsideration Form. The Trustees moved, seconded and voted unanimously to accept the documents and policies, subject to editorial review by Mr. Ravin.

The Trustees and Ms. Ouimet discussed how best to managed underused budget salary funds and whether such funds can be used for one-time staff bonuses. Ms.Ouimet will pursue with Newbury’s Town Manager.

The Trustees and Ms. Ouimet discussed the quote for repairing and framing a donated 19th Century hooked rug. Mr. Burke also presented an initial quote for installing a video-based security system. Lastly, the Board and Ms. Ouimet discussed how the library might offer patrons membership access to The New England Genealogical Society.

The next meeting was set for Wednesday, June 15, 2022 at 5:30 PM.

The meeting adjourned at 6:45 PM.

List of Documents:

* Agenda May 18, 2022
* NTL Monthly Stats for March and April, 2022
* Draft Collections Development Policy, May 2022
* Draft Request for Reconsideration of Library Materials
* NTL Director Report, 5.18.22
* FY22 Budget Summary (April 2022)
* NTL Gift and Memorial Funds Descriptions

Respectfully,

Dick Ravin

Secretary