

Haverhill Public Library
Board of Trustees
Minutes of October 17, 2024

The regular monthly meeting of the Trustees of the Haverhill Public Library was called to order at 9:30 a.m. on Thursday, October 17, 2024 in the Whittier Conference Room. In attendance were Trustees Bresnahan, Coletti, Sheehan and Veasey-Sirois. Also in attendance was Director, Sarah Moser and Assistant Director, Jane Lemuth.

Secretary's Report

The trustees were given copies of the minutes dated September 19, 2024. After perusing the minutes, a motion was made and seconded to accept the minutes. The minutes were approved.

Treasurer's Report

Business manager, Josh, presented the financial highlights for September:

- Josh stated that the funds in the endowment, Special Collections and MacDougal Trust were all up during September.
- There was a temporarily restricted gift from a book club.
- In the Operating Report, Josh highlighted that the library generated funds are close to where they are expected to be and building repairs are always up and down but we are slightly ahead at this point in the year.
- There a few big cash payments coming due at this time of the year but that will slow after November.

Thomas Bringle

Thomas gave an update on his work including:

- The top 12 candidates for the capital committee have been identified.
- Bloomerang input is almost 100% complete.
- Continuing to work on a case for the capital campaign.
- Gifting Pyramid to be ready for review in November.
- Working with OverUnder to define a budget for capital campaign.

Director's Report

A copy of the director's report was given to the trustees. Sarah discussed the highlights and other director's news:

- Submitted financial report to the State.
- There have been a lot of after school programs and good overall attendance for all programs.
- Jessica has set up Book Buddies.
- There have been more people looking for meeting space since the UMass building issues.

Old Business

Building:

- Summer St. doors are fixed.
- Paul is waiting for the elevator companies to schedule and inspection.
- Repairs to leaks are complete.

New Business

There was discussion on the Fall Fundraiser. There was low staff and Friends turnout and a lower turnout overall. The date falling on Columbus Day weekend may have impacted that. There is a possibility of not having it next year.

Sarah met with CHA and OverUnder. They are concerned about the property lines near the fire lane in front of the building. Trustee Sheehan stated that the property line is the face of the building and is City property. Alisha will talk to the attorney and draft an agreement with the City to give us permission to work within that strip of land. They will put together a Care and Custody agreement.

Becky drafted sample letters regarding the deed of gifts for people making donations or loans to Special Collections. Trustee Coletti would like to add a statement that if the library sends the gift back, we are not responsible for expenses. Sarah said we can add "at donor's expense" in the letter and we can include our gift acceptance policy with it. Trustee Bresnahan made a motion to accept the use of the letter and Trustee Coletti seconded the motion. All trustees were in favor.

Sarah asked if the trustees would like to sponsor the staff holiday party. They agreed.

Executive Session

Pursuant with open meeting rules, the Trustees made a motion to enter executive session at 10:35 a.m. The executive session ended at 11:00 a.m.

There being no further business to discuss, a motion was made and seconded to adjourn. The meeting ended at 11:10 a.m.

Sincerely,

Kathleen Bresnahan