

Haverhill Public Library  
Board of Trustees  
Minutes of August 15, 2024

The regular monthly meeting of the Trustees of the Haverhill Public Library was called to order at 9:30 a.m. on Thursday, August 15, 2024 in the Whittier Conference Room. In attendance were Chairman, Mayor Melinda Barrett, 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 July 18, 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 July:

- Josh gave a detailed update on the MacDougall trust, including money received and expenses paid.
- There were a few small gifts in July.
- MBLC e-content fees were moved from December to July so it appears there was a large expense but it is only being paid for in a different month.

**Thomas Bringle Introduction**

Thomas gave an introduction and overview of his work so far, which included:

- Identifying potential volunteers to serve as board members and on the capital campaign steering committee.
- Working on a conversion to Bloomerang fundraising software.
- Researching grants and foundations that will support capital campaigns.
- Writing for website additions.
- Meetings with the trustees.
- Researching how the library is perceived in the community.

Trustee Sheehan asked what the webpage will look like. Thomas suggested a history of the building, images, a vision for the future and quotes about what is important in a new building. Trustee Coletti suggested asking OverUnder for material and ideas.

Sarah discussed the Bloomerang software, including costs and who would have access to it.

### **Director's Report**

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

- The ARIS reports are completed and signed. Sarah will submit.
- Josh is working on the state financial report, which is due in October.
- The library has been giving out free lunches this summer and there has been a lot of summer programming, including the chick hatching.
- Sarah presented a draft summary booklet of the Annual Report. The trustees discussed it and will make edits.

### **Old Business**

**Building:** Paul is working with the elevator companies to set up a conference with them and the state elevator inspector.

The Summer St. door needs to be replaced. We are waiting on the door company to order parts.

**Staff:** Rebecca is doing well as Head of Reference. We are in the process of interviewing for her old position.

Joanna and Jackie are back part time.

There being no further business to discuss, a motion was made and seconded to adjourn. The meeting ended at 11:15 a.m.

Sincerely,

Kathleen Bresnahan