

Haverhill Public Library

Board of Trustees

Minutes of July 16, 2020

The regular monthly meeting of the Trustees of the Haverhill Public Library was called to order at 8:35 a.m. on Thursday, July 16, 2020 via Zoom or dial-in. In attendance via telephone were Trustees Sheehan, Rurak, Veasy-Sirois, Coletti, Klueber, and Bresnahan. Also in attendance were Director, Sarah Moser and Assistant Director, Jonathan Nichols.

Secretary's Report

The trustees were given copies of the minutes dated June 18, 2020. After perusing the minutes, a motion was made and seconded to accept the minutes. The minutes were so approved.

TD Wealth Presentation

Wealth manager, Joe Marini presented the portfolios for all of the library's various investment funds. Overall, even though the various funds took a massive hit during the beginning of the COVID-19 financial crisis, the markets have rebounded and the various funds are only 5% off from our all-time high and are projected to continue to improve should no other issues arise.

Treasurer's Report

Business manager, Josh, presented the financial statements for June. Josh echoed Joe Marini's assessments of our various funds. Our outside services line item was much higher than anticipated due to higher than normal audit fees. Additionally, Josh highlighted the importance of watching our cash flow. While our donations have continued to trickle in during this crisis, it might impact future giving during the coming fiscal year. A motion was made and seconded to accept the financial statements. The statements were so approved.

Closing/Re-opening Update

The library is now officially open to the public by appointment. We are still offering curbside pickup, which has been extremely popular. June saw approximately 9,000 circulations from curbside alone. Patrons are excited to be able to visit the library and so far there has been no push back from the community regarding the rules and regulations we have put in place for those that choose to visit the library, i.e. wearing masks, limited computer use, etc. ILL delivery

should start-up soon. The State has resumed deliveries so we are receiving our items from other libraries, but our consortium is still not fulfilling hold requests. Hopefully this resume in the coming weeks.

Director's Report

Sarah discussed the highlights of the director's report. The overall operating and trustees budget was on target for FY20. She stated that the virtual services continue to be steady and that there is a lot of engagement on social media. Even with the impact of COVID-19 on our circulation statistics, Haverhill's circulation numbers for June were the highest in our consortium. Staff and patrons continue to engage in virtual programs.

Old Business

Staff Update: While all positions were fully funded in the originally proposed FY21 budget, we are unable to post these positions until an official budget is provided by the city. There are two vacancies in circulation and one in reference. These positions will need to be filled if the library is to expand its operating hours into Saturdays and weeknights.

FY21 Budget Update: We have still not received an official budget from the city. The library is currently working under a 1/12th budget, and we anticipate this will continue through August.

Website/Technology Update: Jonathan gave an update on the website redesign. He said he has begun work entering content for each page of the site. Once completed he will be able to train staff on how each page functions before the new site is launched for the public to use.

New Business

Holiday Closings: The trustees voted to accept the proposed closings, with the added date of Friday, November 26 as the staff personal day for black Friday.

In-Person Board Meetings: Moving forward, the trustees meetings will be held at the library in the Auditorium to allow for social distancing. Those that still do not feel comfortable to attend in-person will still be able to call-in and attend remotely.

Library Mural: It was decided that the proposed design is not appropriate for the library as a whole. The design will be revisited.

Roof Update: The roofing project is almost completed. There has been minimal interruption to staff during the process, with the occasional noise and odd smell. The roofers are on track to complete on time.

There being no further business to discuss, a motion was made and seconded to adjourn.
The meeting ended at 9:46 a.m.

Sincerely,

Kathy Bresnahan