

Haverhill Public Library  
Board of Trustees  
Minutes of November 19, 2020

The regular monthly meeting of the Trustees of the Haverhill Public Library was called to order at 8:30 a.m. on Thursday, November 19, 2020 via Zoom or in the auditorium. In attendance were Trustees Bresnahan, Coletti, Rurak, and Veasy-Sirois. Also in attendance were Director, Sarah Moser and Assistant Director, Jonathan Nichols.

### **Secretary's Report**

The trustees were given copies of the minutes dated October 20, 2020. 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 statements for October. He stated that the investment portfolio yield was at a typical 2.5%. Gift income has decreased in the past six months and cash flow is tight due to the reduction in fines and fees. Library generated income was also short.

Sarah sent letters for corporate donations but hasn't received any responses yet. She can send letters to individuals if requested. Reading Fund materials will go out soon. Sarah, Jonathan and Josh are discussing how to fundraise in other ways. Josh and Sarah have also been discussing how to establish and fund a capital expenses fund.

Trustee Bresnahan stated that fundraising is a lot of work and responsibility for Sarah, Jonathan and Josh to take on. Trustee Coletti stated that fundraising is the responsibility of the trustees. She suggested having a separate meeting to discuss fundraising and capital expenses. She appreciated Josh for highlighting these issues.

A motion was made and seconded to accept the financial statements. The statements were approved.

### **Director's Report**

Sarah discussed the highlights of the director's report:

- We have opened on Sundays but it has been slow and are going to continue to delay opening evenings
- Would like to get the Trustees approval to hire a contract archivist candidate

- Virtual Halloween Book Festival went well and there was lots of positive feedback from the authors
- The website is doing well and we have received a lot of positive feedback
- Drive in movies are going well

## **Old Business**

- **Staff Update:** We have three new staff and they are doing a great job and still have one vacancy for Head of Reference

## **New Business**

**Building:** The elevator is closed and needs to be repaired which will possibly cost up to \$75,000. Since the second floor is closed we are still in ADA compliance but it is difficult on staff to have to carry books and other items up and down stairs.

**Holiday Activities:** We won't be having our regular staff holiday activities but are coming up with new ideas. Would like to get approval from Trustees to use \$4200 to purchase gift cards for staff. A motion was made by Trustee Sheehan and seconded by Trustee Rurak. Sarah would also like to consider giving a bonus to Jonathan and Emily for all the work they did during a difficult year. Trustee Sheehan made a motion to move to an executive session at 9:50 a.m. Trustees voted to give Jonathan, Emily and Luis a bonus.

**Grad Family Trust:** USB made an error that shows there is no money in the trust but they are working on resolving the issue.

There being no further business to discuss, a motion was made and seconded to adjourn. The meeting ended at 10:15 a.m.

Sincerely,

Kathleen Bresnahan