

**James E. Nichols Memorial Library
Board of Trustees Meeting
Monday, Jan. 22, 2024 @ 10:00 am**

I. Call to Order:

Meeting called to order at 10:02am.

In attendance were the Pro-tem Chairperson Sandy Frost, the Treasurer Karen Ponton, Secretary Corina Locke, Trustee Stephany Lavallee, Trustee Emeritus Bette Miller, Alternate Clara Gamboa de Levin (voting), Alternate David Hughes (not voting) and Director Linda Verge. Absent: A. Xavier.

II. Approval of Minutes: Dec. 18, 2023 Meeting & Jan. 4, 2024 Special Meeting.

Motion by S. Lavallee, second by K. Ponton to approve Dec. 18th minutes as amended by adding "for \$4,346.00" to motion authorizing refinishing front doors. Passed unanimously. Motion by S. Frost, second by S. Lavallee to approve Jan. 4th minutes. Passed unanimously.

III. Order of Agenda and Additional Items

A. Missing Minutes: Sept. 27th & Sept. 28th:

S. Frost will send a reply to the patron who requested these missing minutes via email. K. Ponton to draft minutes for Sept. 27th & Sept. 28th. C. Locke will mark it "draft" until the minutes can be approved by the board at the next Board of Trustee meeting. Draft minutes will be loaded to the town's website by C. Locke.

B. Items for Meeting Agendas: Trustees agree to enter their topics individually for the Agenda on Monday the week before the scheduled Board of Trustees meeting. Draft Agenda will be located on the Center Harbor Library Google Shared Drive for editing. The Secretary or Director will post the Agenda on Tuesday or Wednesday (week before the scheduled meeting) on the town's website, town hall and library.

IV. Chairperson's Report

- A. Reports, Statements, Invoices, Checks Written: S. Frost thanks K. Ponton for submitting her report, invoices and statements
- B. Trustees follow protocol: When Board of Trustee members are in the library without an appointment with the Library Director, members are treated as patrons and no official business can be discussed with the Library Director.
- C. Contact with Christopher Williams, architect: S. Frost received an unsolicited proposal from Christopher Williams and does not feel comfortable accepting it. Miscommunication of what was expected from Christopher Williams and the board. S. Frost will clear up and communicate with Christopher Williams this was meant to be a friendly discussion and the board is not ready to move forward with anything regarding the basement at this time.
- D. Library Hours & Holidays closed - President's Day 2/19 & Memorial Day 5/27: Mr. Baker, a Center Harbor Residence, emailed concerns about the library not being open on Saturdays or after business hours (email attached). L. Verge will create a proposal for the library to be open Thursday nights opening 10am - 7pm, the board will review when it's ready. Sharon offered to come in to help as a substitute only and can no longer be a volunteer due to regulations.
- E. Filing candidates run for office Jan. 24 - Feb. 2
- F. Town Voting March 12th & Town Meeting March 13th

V. Treasurer's Report

- A. December Monthly Report: Reviewed by trustees. See attached.
- B. November & December Bank Statements: Reviewed and initialed by trustees in attendance.

- C. Annual Report of the Treasurer-2023: The report for the town annual report was completed on Friday and sent to Robin at the Town Hall for review. K. Ponton will print for the trustees once Robin reviews the report.
- D. Use of Savings Account for Lost/Damaged Book, Copier, Printer & Fax Fees: In accordance with RSA 202, motion by K. Ponton, second by C. Gamboa de Levin to use the savings account ending 289 only for income earned from lost/damaged books and income-generating equipment. Passed unanimously.
- E. Acceptance of Donations per RSA 202-A:4-c, III(b) - \$187.79 (Donation Jar): Motion by K. Ponton, second by S. Frost to accept a donation of \$187.79. Passed unanimously.
- F. Trustees of Trust Funds Request Letter: Request for disbursement from library trust fund to Town for books purchased in 2023 signed by trustees in attendance. K. Ponton will send out.
- G. Earned Interest from CD: K. Ponton noted that the Trustees' decision to open CDs in 2023 instead of leaving those funds in a low-interest savings account or non-interest-bearing checking account was a smart and prudent financial decision. The CDs earned over \$7,000 in interest in 2023. K. Ponton suggested that Trustees consider at the next meeting using only the interest from CDs for library purposes in order to preserve the original investment while continuing to grow interest income.
- H. Authorize Issuance of Credit Card for Library Director - Motion by K. Ponton, second by S. Frost authorized the issuance of a library credit card to the Library Director L. Verge for library purchases. Passed unanimously.
- I. Other Items
 - 1) Painting Update: Back Stairwell Specs & Schedule Refinishing Front Doors: C. Locke will forward updates with date options to begin work from contractor Ogden Construction to K. Ponton and S. Frost.
 - 2) Librarian Short & Long Term Goals for 2024 - Suggested goals regarding the website, Kids Programs, Adult Programs, and staff training shared with L. Verge. L. Verge to come up with additional goals. Trustees to discuss at next meeting.
 - 3) Employee Meal Waivers - Motion by K. Ponton, second by S. Frost to sign the employee meal break waivers requested by all 3 library staff. Passed unanimously.
 - 4) Personnel Policy Manual Receipts: L. Verge to complete hers with S. Frost; L. Verge to complete forms for other library staff with them.
 - 5) Interlibrary Loan Registration/Agreement: L. Verge has signed and submitted the NHAIS agreement for ILL. See Library Director's Report.

VI. Librarian's Report

- A. State Reporting: Must be filed in April every year with the NH State Library and includes library usage data, including how many patrons come to the library. L. Verge would like a laser counter and will get an estimate of the cost of the one she'd like to purchase and submit to Board of Trustees for review and approval.
- B. 1st Amendment Audit Preparation: L. Verge talked with Mary at the Town Hall and Officer Chase and was recommended by both that any room without public access should have signage; filming by an auditor would not be allowed in there. L. Verge recommended her office be just for staff and requested permission to purchase signage, "Staff Only". Motion by S. Frost, second by S. Lavallee to approve L. Verge to purchase a "Staff Only" sign for up to \$30. Passed unanimously.
- C. Janitorial Services: Joyce Janitorial has been in touch with L. Verge and currently working on creating a new schedule. She put a small bookcase in one coat closet to keep cleaning materials (i.e. toilet paper) and list of work that needs to be completed.

- D. Lantern Outside along sidewalk not working correctly: S. Frost will bring it forward to the selectmen to look at it and get it fixed.
- E. Bathroom: L. Verge will purchase a new toilet seat and fix it herself. THANK YOU, Linda!
- F. Refrigerator / Microwave Storage: Request to move the refrigerator and microwave to the closet upstairs (meeting room). Agreement to wait to approve this move after the town meeting. There may be some electrical installation needed, possibly a new fridge and microwave, with the additional expense.
- G. Mango Safety / Security : L. Verge confirmed the panic button is working correctly (push and pull button). L. Verge is recommending a second portable button. Trustees in attendance request for further details on cost, which L. Verge will provide at the next meeting if not sooner.
- H. Ring Camera: L. Verge now has access to the account and everything has been changed/updated by the Library Director.
- I. Locking Casters Bookshelf: C. Gamboa de Levin and C. Locke will have their spouses take a look at installing locking casters for the large bookshelf in the children's section for potentially more space when needed.
- J. Donation Places/Stickers: L. Verge would like to purchase for donated books. Trustees in attendance all agree with this purchase.
- K. Altrusa Services: L. Verge would like more information to better serve homebound library patrons. L. Verge will talk to Erin (Meredith Library) and Robin at Town Hall who are involved with Altrusa.

VII. Building Committee Report

- A. Walkway Stones: One needs to be reset this summer since it was apparently moved.
- B. Library Basement: See attached report.

VIII. Policy Committee Report

- IX. **Non-public Session per RSA 91-A:3, II:** Motion by S. Frost, second by S. Lavallee to go into a non-public session at 11:09am. Passed unanimously. Roll Call: S. Frost (YES) , K. Ponton (YES), C. Locke (YES), S. Lavallee (YES), C. Gamboa de Levin (YES). D. Hughes, B. Miller and L. Verges were present but did not vote.
 - A. Library staff member's employment agreement expired December 31, 2023 and will need a new one. Motion by S. Frost, second by S. Lavallee to amend C. Maccabee's employment agreement by extending it for 3 months. Passed unanimously.
 - B. **Motion by K. Poton, second by S. Lavallee to move out of the non-public session at 11:16am. Passed unanimously.**

X. Unfinished/Continue Business

- A. Google Drive for Minutes / Agenda & other documents: C. Gamboa de Levin will make a print out of step-by-step on how to use Google Drive for Trustee members that need help with accessing the Library Shared Google Drive.

XI. New Business/Other Business

- A. Strategic Plan: Trustees in attendance all agree that a financial investment plan or policy cannot be made until we have a strategic plan. The Strategic Plan will be moved to the top of the agenda at next month's meeting.
- B. K. Ponton concerned about the amount of group texting among board members. No discussion of library matters should be discussed via text messaging. Trustees in attendance agree.

C. Gift for Ann - Town Hall sending comfort food. C. Locke will contact Rachel X. for suggestions and ideas. Will follow up with S. Frost.

XII. Adjournment: Motion by S. Frost, second by S. Lavallee to adjourn at 12:30 PM. Passed unanimously.

Respectfully submitted
Corina Locke, Secretary