

**James E. Nichols Memorial Library
Board of Trustees Meeting
Monday, Nov. 27th, 2023 @ 10:00am**

- I. **Call to Order** all to order at 10:02 am by A. Xavier
In attendance: Chairperson Ann Xavier, Trustee Sandy Frost, Treasurer Karen Ponton, Alternate Clara de Levin-voting, and Alternate David Hughes-voting, Trustee Emeritus Bette Miller. Absent: Trustee Stephanie Lavallee and Secretary Corina Locke.
- II. **Approval of Minutes Oct. 30th, 2023**
Motion by K. Ponton seconded by A. Xavier to approve the minutes of October 30, 2023 with the correction of moving the section IX. Non-Public Session to immediately before XII. Adjournment. Passed unanimously.
- III. **Order of Agenda and Additional Items**
- IV. **Chairperson's Report**
 - A. **Review new offer of employment.**
Motion by A. Xavier seconded by K. Ponton to go into non-public session 10:09 am. Chairperson Ann Xavier-yes, Trustee Sandy Frost-yes, Treasurer Karen Ponton-yes, Trustee Stephanie Lavallee-yes, Secretary Corina Locke-yes. Passed unanimously. Trustee Emeritus Bette Miller, Alternate Clara de Levin, and Alternate David Hughes were present for the non-public session. To review all employees' agreements, and employees annual evaluation on or before December 31. Leave non-public session 10:52 am Motion by S.Frost and second by D.Hughes. Passed unanimously.

Public meeting reconvened by A. Xavier at 10:52 am
A motion by S. Frost seconded by C. deLevin to add to the letter of employment the possibility of amending Dr. Linda Verge's letter of employment as of April 1, 2024. Passed unanimously.
 - B. **Pursue making a classroom in the basement?** An architect will be needed.
 - C. **Review some policies for amending and bylaw VI B**
K.Ponton and S.Frost second - motion to amend bylaws VI B to strike the post office from the list of places the agenda is posted before the meeting. All in favor.
 - D. **Town full-time is 35 hours, and we have 36 hours. Since full-time employees get the same benefits as town employees, should we be 35 hours.-** Postpone until the next meeting.
 - E. **Nonpublic to consider, review attorney's advice and assistants.** Postpone until the next meeting.

- F. Best practices for treasurer: all bills outside normal library spending that affect the trustees, like an attorney, should be shown to all trustees.**

V. Treasurer's Report

- A. 2024 Proposed Budget Appropriation & Meeting with Selectmen
K.Ponton, second D.Hughes - Motion to change the gross wages line to change Town Appropriation to \$109,952. The motion passed unanimously.
- B. October Monthly Report & Bank Statements-Reviewed
- C. CDs maturing 11/26/2023
- D. New Special 10-month CD at 5.10%
C.Gamboa de Levin motioned K.Ponton second - to move money that matured on November 26, 2023, and invest these funds in new CDs with the Bank of New Hampshire at 5.1 %. The motion passed unanimously.
- E. New Server Expense. Discussion of need for new server recommended by Adel-XT and possibly funding it with unspent appropriation. Postpone decision until the next meeting.
- F. Other

VI. Librarian's Report-No Report

VII. Building Committee Report

- A. Chairs update - No news.

VIII. Policy Committee Report-No Report

IX. Non-public Session per RSA 91-A:3, II - see IV.A.

X. Unfinished/Continuing Business

XI. New Business/Other Business

- A. Update on Painting the Back Hall / Stairwell & Refinishing the Front Door. Reviewed estimates from painter. Need itemized description of which walls and ceilings in back hall/stairwell are included in the estimate to be painted. Postpone until the next meeting.
- B. Plans for Transition from Interim Librarian to New Librarian. Postpone until the next meeting. D. Hoadley will finish up by end of December. Discussed L. Verge's preparation for employment.
- C. Other: Motion by D. Hughes, seconded by A. Xavier to buy \$50 gift/gas cards for 4 employees for Christmas. Passed unanimously. B. Miller will get the cards.

XII. Adjournment

A Xavier motion to adjournment, second by S Frost at 12:01 pm. Passed unanimously.

Respectfully submitted,

Clara Gamboa de Levin, Alternate Board Member
Atts (2)

James E. Nichols Memorial Library
October 2023 Treasurer's Report 11/13/23

| Expenses | <i>October 2023</i> | <i>2023 Year-to-Date</i> | <i>2023 Town Appropriation</i> | <i>2023 Budget</i> |
|---|---|--|------------------------------------|-------------------------------|
| Wages & Consultant Fees | \$2,384.00 Staff \$1,584.00 Consultant \$800.00 | \$37,217.55 | \$55,000.00 | \$55,000.00 |
| Furnishings/Equipment | \$0.00 | \$131.94 \$5,231.00 Book Return NF | \$1,000.00 | \$1,000.00 (\$5,000 NF)* |
| Repairs/Maintenance (Remaining 9 chairs \$1,185) | \$0.00 | \$4,043.38 \$8,333.22 Painting NF [\$2,701.00 NF2022] | \$5,500.00 | \$19,500.00 (\$10,000 NF)* |
| Supplies | \$0.00 | \$1,426.14 | \$1,500.00 | \$1,500.00 |
| Telephone | \$110.46 | \$1,218.24 | \$1,500.00 | \$1,500.00 |
| Mileage (IRS \$0.625/mi) | \$0.00 | \$473.88 | \$500.00 | \$500.00 |
| Books & Periodicals | \$1,246.10 Downloadable Bks \$823 Hoopla \$104.93 Kanopy \$26.00 | \$5,962.69 | \$8,000.00 | \$8,000.00 |
| Landscaping | \$0.00 | \$0.00 | \$1.00 | \$1.00 |
| Special Projects from Gifts/Passes | \$0.00 | \$650.00 | \$600.00 | \$600.00 |
| Professional Development | \$0.00 | \$420.00 | \$500.00 | \$500.00 |
| Programs/Projects | \$0.00 | \$107.11 | \$400.00 | \$400.00 |
| Miscellaneous | \$0.00 | \$150.05 | \$200.00 | \$200.00 |
| Computer Maintenance Contract, Software Updates, Licenses (Contract \$850, OPAC Snapshot \$395, WordPress \$96, Canva \$120, Camera Software \$120; ST \$1,281.00) | \$472.50 | \$3,258.50 | \$5,000.00 | \$5,000.00 |
| Legal & Professional Services | \$0.00 | \$0.00 | \$1,000.00 | \$1,000.00 |
| Total | \$4,213.06 | \$68,623.70 | | \$95,701.00 |
| Nichols Fund* | | \$13,564.22 (2023) \$5,231.00 Book Return \$8,333.22 Painting [\$2,701.00 (2022)] | | \$15,000.00* |
| Town Appropriation | | \$55,059.48 | \$80,701.00 | \$80,701.00 |

| Receipts - Miscellaneous | | | | <i>2023 Budget</i> |
|------------------------------------|------------------|-------------|--|--------------------|
| Copier/FAX Fees | \$10.25 | \$334.40 | | \$200.00 |
| Donations | \$50.00 | \$3,711.41 | | \$300.00 |
| Lost/Damaged Books | \$0.00 | \$17.00 | | \$1.00 |
| Sale of Books | \$0.00 | \$406.00 | | \$600.00 |
| Interest from Savings Accounts (2) | \$0.06 \$2.58 | \$163.19 | | \$250.00 |
| Miscellaneous | \$0.00 | \$10.00 | | \$1.00 |
| Nichols Trust Dividends (2) | \$8,538.00 | \$8,538.00 | | \$7,500.00 |
| <i>Total Misc. Receipts</i> | \$8,600.89 | \$13,180.00 | | \$8,852.00 |