

James E. Nichols Memorial Library
Board of Trustees Meeting
November 26, 2018

Present: Trustees Sarah Heath, Lynn Allen, Alternate Trustees Bette Miller, Shannon Whalen, Annette Nichols, Librarian Jon Kinnaman, Guest Karen Ponton

Excused: Trustees Helen Heiner, Jo Morse, Karin Karagozian, Alternate Trustee Susan Gurney

Alternates Appointed: Bette, Shannon, Annette for Helen, Jo, Karin

Call to Order: by Sarah at 5:00pm.

Previous Minutes: After changes to clearly define the three vacancies on the Board of Trustees to include one out-of-town member, motion by Bette to accept, 2nd by Annette, motion carried.

Treasurer's Report: Treasury deposits total \$4,967.86 since last meeting. One deposit on October 22nd of \$4,126.99 included \$4,000 given by the Center Harbor Community Development Association to help fund the upgrade of the patron computer stations at the library, \$100 as gifts, and \$26.99 from patron use of the copier. There were two deposits in November. One totaled \$609.87 including \$603.87 from the Nichols Trust Fund, \$236 gifts, and \$6 from the patron use of the printer. The other totaled \$231 including \$136 as gifts, and \$95 from patron use of the printer. As Treasurer, Sarah attended the selectmen's meeting to present the 2019 Library budget. During her report, she explained the \$1,000 increase in the Book Purchase line-item will fund the online services OPAC and Snapshot. The selectmen were pleased with the budget and suggested PR regarding the new online services. Motion by Lynn to accept the Treasurer's report, 2nd by Shannon, motion carried.

Librarian's Report: Jon reported the addition of 41 new items added this month and circulation of 836. The "Around Center Harbor" online site is now titled "Community". Jon's design changes to the Word Press site enables easier use with expanded source support for items like Consumer Reports. He looks forward to the updating of the patron computer stations, which will take place in January during a time in which he says nothing else has been scheduled. The installation will take time and force the library to close for a few days during that installation. Watch for announcements of scheduled closing.

Unfinished Business: The library will be replacing the patron computers which had been delayed an additional year. The question was whether to update all three stations or have just two. After much discussion and sharing of information such as how much less usage there is now since most patrons have iPhones and personal iPads, a motion by Lynn to update two stations, 2nd by Bette, motion carried.

New Business: There was sharing of information about responsibilities of the Chair, Treasurer, and Secretary positions to help everyone be more comfortable as a stand-in for absent Trustees; the offices are appointed annually after elections each spring. Rereading the Policy and Trustee Manuals is encouraged. Annette has agreed to oversee the building maintenance and take emergency calls. Susan has been attending the gardens and will continue. Shannon will work closely with the treasurer to learn the aspects of that position. New lights were wrapped around the big evergreen out front; the annual lighting ceremony took place on November 23rd. The Trustees have been invited to join the Center Harbor Selectmen on Wednesday December 15th at 6pm to honor all the volunteers of our community here in Center Harbor.

Structural Assessment of James E. Nichols Library: Part of the 1st draft of the Alba report on an assessment of our library was brought to the meeting by Karen Ponton. Alba Architects will meet with the Trustees on December 10th to present their observations, their recommendations, and their first draft report, including recommended management goals with suggested ways to achieve those goals.

Motion to adjourn: at 6:18pm, by Bette, 2nd by Annette, motion carried.

Submitted by: Lynn Allen, Secretary

Next Meeting: December 10, 2018