

These minutes are dependent on approval by the Board of Trustees

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

Present: Trustee Sarah Heath, Alternates Lynn Allen, Susan Gurney, Bette Miller, Librarian Jon Kinnaman  
Excused: Helen Heiner, Jo Morse, Karin Karagozian, Alternates Shannon Whalen, Jessie Foley  
Appointed: Susan for Helen Heiner, Lynn for Jo Morse, Bette for Karin Karagozian.

**Call to Order** at 5pm by acting President Sarah Heath.

**Review Minutes** January 22, 2018 meeting: motion by Lynn to accept, 2<sup>nd</sup> by Sarah, motion carried.

**Treasurer's Report:** Sarah handed out the January Expense 2018 sheet, current bank statement, and explained the January expenses. She also talked about the Nichols Trust for the benefit of our new Alternate members. A third handout showed the town of Center Harbor Budget Comparison which lists the Library as being just over 3% of the total Budget, motion by Lynn to accept, 2<sup>nd</sup> by Sarah, motion carried.

**Librarian's Report:** Jon reports the collection development added items in January including titles from the NH collection plus Fiction, Nonfiction, Books on tape and DVDs.

**Unfinished Business:** Maintenance items discussed including back door frame, roof tiles, and wall repairs. Karen Ponton will meet with us at the March meeting concerning our historical library within the context of pursuing a grant.

**New Business:** Alternate Trustee Jessie Foley will leave the Board after a replacement is accepted, Sarah mentioned the timeline for updating the patron computers is this year. Policy Manual needs to be reviewed/updated this year.

**Open Item:** Time to update New Trustee Manual, everyone please double check personal contact information.

**Adjourn** at 5:50pm, motion by Sarah, 2<sup>nd</sup> by Lynn, motion carried.

**Submitted by:** Lynn Allen, acting Secretary

**Next Meeting:** March 26, 2018 at 5:00pm