

These minutes are dependent on approval of Board of Trustees

James E. Nichols Memorial Library  
Board of Trustees Meeting  
Date July 23, 2018

**Present:** Trustees Helen Heiner, Sarah Heath, Jo Morse, Karin Karagozian, Lynn Allen, Alternates Shannon Whalen, Bette Miller, Susan Gurney, Annette Nichols, Librarian Jon Kinnaman, Karen Ponton

**Call to Order:** by Helen at 5:00pm

**Grant to help preserve our library:** Annette announced the library received 3 bid proposals for an assessment of our library building. Details, differences, timelines, and expectations were discussed by both Annette (in reference to specifics) and Karen Ponton (in reference to funding). Much discussion. All in attendance weighed in on individual concerns. Motion by Karin to accept the bid proposal of Alba Architects, not to exceed the amount of their bid proposal, and subject to clarification of their mason expert, and no work begun until our funding is secured, 2<sup>nd</sup> by Jo, motion carried.

**Previous Minutes:** Motion by Karin to accept, 2<sup>nd</sup> by Sarah, motion carried.

**Treasurer's Report:** Sarah reviewed the current expenses chart, noting expenses are as expected. The library accepted a generous gift of \$200. Motion by Jo to accept, 2<sup>nd</sup> by Lynn, motion carried.

**Librarian's Report:** Current circulation at 998, almost double the number of patron visits from the previous month. There were 41 items added to the collection. Consumer Reports now has a new link for patrons to access it through the NH State Library. There were 25 desktop and 40 Wi-Fi users. Jon reported an internet failure, caused by the router, which was corrected.

**Unfinished Business:** With the ground prepped and ready to receive a 1,000 pound granite stone, the Jay Heiner bench will be installed on Wednesday July 25<sup>th</sup> in front of the library to the right of the walkway. Not just 30, all 70 of the missing roof tiles have been replaced, which took 2 half-days to complete since there were so many. Garden Committee Chair Susan Gurney discussed the extent of needed maintenance in the various garden beds; Jo Morse weeded and pruned the large urns beside both sides of the front steps. Bette and Sarah are working with their funding representatives to help fund the project for a professional assessment of the library.

**New Business:** Jon reported interest of teens asking to volunteer during the summer. There was a question and discussion about a Friends of the Library. The Policy Manual committee will address any need to update it; Karin and Shannon on the committee. Sarah announced news from the state level that Terry Knowles is retiring from the Charitable Trusts Unit of the NH AG DOJ after 37 years.

**Adjourned** at 6:40pm, motion by Karin, 2<sup>nd</sup> by Sarah, motion carried.

**Submitted by:** Lynn Allen, Secretary

**Next Meeting:** August 27, 2018