

**James E. Nichols Memorial Library
Board of Trustees Meeting**

-Approved 8/23/2021-

July 26, 2021
Minutes

Call to Order: Meeting called to order at 10:00am. Present: Chairperson Annette Nichols, Treasurer Sarah Heath, Bette Miller (until 11:00am), Karen Ponton, Shannon Whalen; Lois Brady, Interim Director; Absent: A. Xavier (alternate).

- I. Review/Approval of Minutes:** The Board amended the draft Minutes of June 28, 2021 as follows: *Item I* - delete "...if additional hours are needed for some particular reason, the Interim Director could ask the Board for permission to use her discretion in scheduling"; *Item II(C)(1)* - delete "...and S. Whalen" and replace "...the next" with "...a future"; *Item II(C)(2)* - delete "...that continuing to postpone this review was abrogating an essential Board responsibility" and replace with "...about ongoing delays in reviewing the *Policy Manual*" and add after the word "give" the phrase "...as there are other competing priorities." The amended draft will be reviewed at the next Board meeting. Consensus was to have all future employment agreements reviewed by an attorney.
- II. Ongoing Business**
- A. Treasurer's Report:** S. Heath distributed her monthly Report. Expenses for June were \$4,522.16. There were two (2) deposits into the MVSb checking account last month. Motion by K. Ponton, seconded by S. Whalen: To accept a donation of \$100.00 from an individual. Passed unanimously. The names of the donors are kept in a confidential file to protect privacy. S. Heath reported that an anticipated major gift has been delayed another couple more months. Motion by S. Whalen, seconded by B. Miller: To accept the Treasurer's Report. Passed unanimously.
- B. Report from the Library:** L. Brady presented her Report (attached). She will be submitting the request for reimbursement to the State Library for the sub-grant money. A "guest book" has been started. She mentioned an article in the NHLTA newsletter on *Staffing Challenges during COVID-19* that she liked. Motion by K. Ponton, seconded by S. Heath: To have Crane Cleaning & Maintenance come twice a week. Passed unanimously. B. Miller asked if background checks had been done yet on the volunteers, per Library policy. B. Miller gave a copy of the policy to L. Brady, who read it aloud to the Board. L. Brady said there is only one volunteer now (her husband who is doing "handyman" tasks during off-hours at the Library) and that she is no longer asking for volunteers until the Board has time to review the policy on volunteers. She also cited the cost of background checks. L. Brady suggested the Board consider hiring a handyman if they do not want her husband to volunteer. A. Nichols thought there could be two (2) categories of volunteers: those who have interaction with the public and those who help out during off-hours. During to time constraints, further discussion was postponed.
- C. Committee Reports**
1. **Building Survey & Design:** A. Nichols tabled this item.
 2. **Policy Committee:** B. Miller declined to serve as Policy Committee chairperson. S. Heath volunteered to chair the committee.
 3. **Librarian Search Update:** A. Nichols said she will call a non-public meeting of this committee before the August Board meeting.
- III. New Business**
- A. Library Fire Inspection Request:** As a concerned resident, K. Ponton requested the Selectmen authorize a fire inspection of the Library. Board members asked that in the future, any similar requests be placed on the Board's agenda. A. Nichols and L. Brady plan to be present during the inspection. A. Nichols said she measured the meeting room for occupancy purposes. It may be too small for Board meetings. If that is the case, Board meetings may have to be moved to the Town Hall or held at a different time. L. Brady "...wants to be on the record for having Board meetings in the Library before

or after hours.”

B. Thresholds for Spending: A. Nichols reported she was unable to find any guidance about establishing a threshold for spending without Board approval. S. Heath asked who brought this matter up, as it never was an issue before. A. Nichols said that the Board brought it up after she approved purchasing replacement UPS units for the computer earlier this year. The Board agreed with her suggestion that for the time being she may call a quick Board meeting for any non-routine spending matters that may come up.

IV. Other Business

A. Interim Director's Evaluation: A. Nichols reminded the Board that this 6-month evaluation will be due soon. She will put it on the September agenda as a non-public session.

B. 2022 Budget : S. Heath said the Board will need to start working on the proposed 2022 Budget in September.

Adjournment: Motion by S. Whalen, seconded by S. Heath to adjourn at 11:10am. Passed unanimously.

Respectfully submitted,
Karen Ponton, Secretary
atts (1)

Director's Report for July 26, 2021 Trustee Meeting

It's a very busy summer – and we are glad for it:

The library has been very busy, full of patrons and visitors. We see a continued and dramatic increase in all statistics as the year goes on and the pandemic restrictions ease. Compared to May, June statistics have approximately doubled in terms of physical circulation and unique users in the library. Daily visits for June averaged more than 22 people per open day, compared to 7 visits per open day in May. As of July 21, we are averaging more than 33 visits per open day.

The best part of this busy time is the feedback and enthusiasm from library users and visitors. Several local and visiting people have been very thankful for the internet and Wifi during their visits and during recent power outages in the town of Moultonborough. Patrons regularly tell us what a great selection we have and that it is easier to find the most popular books on our shelves as compared to the larger libraries who naturally have waiting lists.

We are adding upwards of 20 items per week to the collection and are just able to keep the “new” displays filled as materials are checking out so fast – just what we hope for! Our patrons are unusually conscientious in that they return popular books as soon as they are finished reading them which makes that item available for the next fan.

Staff news:

During her first full month, Margaret Adams has doing a lot of work with the youth collection, sifting through it to make it more inviting and helpful to our current young patrons. We are working on uniformity with the spine labels and records in Atrium so that items are easily seen and found. She has also been shelf-reading her way through the library, putting much of the collection back in good order. Patrons are enjoying Margaret's recommendations and support as much as I enjoy working with her. We work very well as a team and have accomplished much more than I expected during this month of high-volume visits.

The second assistant position remains open. I interviewed one candidate, but they are unable to work the days that we are open. Margaret and I are handling the current situation, but I will be revisiting the proposal for a second assistant next month with a plan for the winter and next summer. In the meantime, there may be someone who is able to work on Thursdays that would help us out with the necessary collection management.

Summer Program:

“Go for the Gold! Summer Reading Challenge” sign up started July 21. 21 adults and children signed up that day. This program runs during the two weeks of the Olympics and encourages people to share their book/movie reviews and learn more about the library. Every participant will win a medal at the end (bronze, silver, or gold) and can win prizes from local businesses. We are providing fun facts about the library, bookmarks to design, as well as a story time.

Best of all is the publicity for the library and the engagement from patrons as they participate in the warm up to the program that officially begins on Saturday, July 24.

One more open day:

On Friday, July 23, we are going to begin opening every Friday from 10 to 1, bringing our total weekly

open hours to 22. Because we have to be in the library Friday mornings for interlibrary loans, we decided to go ahead and open to the public as this has been a popular request. Our hours are now:

Monday & Wednesday: 10 to 6

Friday & Saturday: 10 to 1

Building and grounds news:

The meeting room has been the focus of organizational and updating efforts. Magazine subscriptions have been ordered and will begin arriving in the next few weeks. We are moving all of the audiobooks into one location (shelves in meeting room) which creates space for us to keep other collections together (adult fiction, paperbacks, DVDs). We have cleaned out several more unused files and storage areas so that we can eliminate the file cabinet and old photocopier in the Meeting Room. I would like to budget for chairs with no arms so that they can be pushed in closer to the table when not in use.

The large and dying coniferous tree on the library front lawn was removed on Thursday, July 15.

Statistics:

Nov Dec Jan Feb Mar Apr May Jun

Physical Circulation

Adult Reading	99	114	142	128	113	98	171	365
Youth Reading	7	4	6	6	2	6	12	73
Audio Books (CD)	9	9	27	22	19	30	29	55
DVDs	25	45	26	20	23	21	77	150
Interlibrary borrowing	4	17	4	18	20	3	5	31
Total In-Library	144	189	205	194	177	158	294	674

Digital Access Circulation

NH Downloadable Books	183	180	196	187	215	197	198	133
Hoopla	55	37	48	52	37	48	46	33
Kanopy	10	11	34	12	22	33	14	13
Total Digital Access	248	228	278	251	274	278	258	179

Grand Total Circulation	392	417	483	445	451	436	552	853
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Unique Users

Nov Dec Jan Feb Mar Apr May Jun

In-Library Active Borrowers	33	35	27	25	31	30	50	93
NH Downloadable Books	32	30	34	29	29	30	28	29
Hoopla	8	8	10	8	9	10	14	13
Kanopy	3	3	6	3	4	5	2	2

Respectfully submitted,

Lois Brady

Interim Director, James E. Nichols Memorial Library

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