

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

**-Approved 10/18/21-**

**September 27, 2021**

Minutes

**Call to Order:** Meeting called to order at 9:30am at the Center Harbor Town Hall. Present: Chairperson Annette Nichols, Treasurer Sarah Heath, Bette Miller, Karen Ponton, Shannon Whalen, A. Xavier; Lois Brady, Interim Director (until 10:36am).

- I. **Additional Agenda Items:** The following items were requested to be added pending approval by the Chairperson: Library Keys for Trustees, Trustee Meeting with a Patron, Request RFP to Implement HEB Engineering Proposal, Trustees Meeting with Interim Director. (These items were later postponed to next meeting, given time constraints).
  - II. **Review/Approval of Minutes**
    - A. **August 23, 2021 Minutes:** Board members discussed suggested edits and changes to the draft minutes. Due to time constraints, further discussion postponed to next meeting.
    - B. **August 30, 2021 Minutes:** Postponed to next meeting.
  - III. **Ongoing Business**
    - A. **Treasurer's Report**
      1. **Monthly Report:** Postponed to next meeting.
      2. **Acceptance of Unanticipated Revenue per RSA 202-A:4-c, ARPA Subgrant of \$1,120.00:** Postponed to next meeting.
    - B. **Report from the Library:** Postponed to next meeting.
      1. **Monthly Report:** Postponed to next meeting.
      2. **Adel-XT Quotation Discussion:** Postponed to next meeting.
    - C. **Committee Reports**
      1. **Building Survey & Design:** Tabled.
      2. **Policy Committee:** Update postponed.
      3. **Librarian/Library Director Search Update:** Postponed.
  - IV. **New Business:** None.
  - V. **Non-public Session: Staff 6-month Review** At 10:36am, motion by K. Ponton, seconded by B. Miller. To go into a non-public session per RSA 91-A:3, II (a) to discuss a personnel matter. Passed unanimously. Roll Call: S. Heath-yes, B. Miller-yes, A. Nichols-yes, K. Ponton-yes, S. Whalen-yes. A. Xavier was present for the non-public session. After discussion, motion by K. Ponton at 11:33am, seconded by B. Miller: To end the non-public session. Passed unanimously.
- Meeting reconvened** by A. Nichols at 11:33am.
- VI. **Other Business**
    - A. **Next Monthly Meeting:** Monday, October 25, 10:00am, Place TBA.
    - B. **Interim Meeting(s):** Consensus of the Board was to meet Friday, October 8<sup>th</sup> at 1:30pm at the Library.

**Adjournment:** Motion by K. Ponton, seconded by B. Miller to adjourn at 11:34am. Passed unanimously.

Respectfully submitted,  
Karen Ponton, Secretary