

James E. Nichols Memorial Library Board of Trustees Meeting

February 26, 2024

Minutes

Call to Order: Meeting called to order at 10:00am. Present: Pro-temp Chairperson Sandy Frost, Treasurer Karen Ponton, Trustee Stephany Marchut Lavallee; Trustee Emeritus Bette Miller (non- voting); Librarian/Director Linda Verge; Absent: Chairperson Ann Xavier, Alternate Clara Gamboa de Levin, Alternate Dave Hughes.

1. **Approval of Minutes:** Motion by K. Ponton, seconded by S. Frost: To approve the minutes of September 27, 2023 and September 28, 2023. Passed unanimously. Motion by K. Ponton, seconded by S. Lavallee: To approved the minutes of January 22, 2024 with the deletion of the last sentence under Chairperson's Report, Item D. Passed unanimously. Amended minutes for December 18, 2023 that were approved at the last meeting are not on the website. S. Frost will make the correction (adding "for \$4,346.00" to the motion authorizing refinishing the front library doors) and post on website.
2. **Chairperson's Report**
 - A. **Order of Agenda Format/Order:** When adding items to the draft agenda, Trustees are asked to place the items under the appropriate category heading.
 - B. **Google Drive Step-by Step Instructions:** Tutorial by C. Gamboa de Levin postponed to next meeting.
 - C. **Follow-up with Christopher Williams & Associates:** S. Frost responded to Christopher Williams & Associates' basement proposal by email on January 26, 2024, citing a misunderstanding and that the Trustees will keep them in mind for the future.
 - D. **Appointment of Trustee Vacancies:** There are three (3) candidates running for two (2) Library Trustee positions on the March 2024 ballot. Due to the recent resignation of Corina Locke, S. Frost reported that the person who receives the lowest number of votes will be asked to fill that position for a 1-year term until the March 2025 election. (Additional information was obtained from the Municipal Association. The person receiving the least number of votes has no special status). S. Lavallee noted that alternates are also needed. The Board extends its sincere appreciation to C. Locke for her service as a Library Trustee.
 - E. **Trustee Meeting Dates:** The next meeting is Monday, March 25 at 10:00am.
 - F. **Library Hours:** Upon L. Verge's recommendation, motion by K. Ponton, seconded by S. Frost: To have open hours for the Library on Tuesdays be 12:00pm until 6:00pm. Passed unanimously. This would add a few early evening hours which patrons have requested and allow our popular weekly story times to resume on Thursday mornings. The monthly (private) story time with Village Preschool would move to Tuesday.
 - G. **Advertising for Library Assistant:** L. Verge reported that C. Maccabee did resign to take a full-time position; her last day was last Tuesday. L. Verge offered to buy a thank-you card, which she will have at the Library for Trustees to come in and sign. L. Verge would like to make this position more attractive to possible candidates by increasing it to a maximum of 15 hours per week, and keep her own hours at 30 hours per week. This would also make it easier to always have two (2) staff on during open hours. Motion by S. Frost, seconded by S. Lavallee: To have L. Verge begin advertising immediately for a part-time Library Assistant for up to 15 hours per week. Passed unanimously.
 - H. **Microwave & Refrigerator:** B. Miller was concerned that putting a refrigerator in the meeting room closet may not allow for proper ventilation, although a microwave there would be fine. L. Verge will ask Code Enforcement Officer Bill Doucette for

recommendations about where to best place a refrigerator in the Library and report back to the Trustees at their next meeting. A GFI outlet will be needed, as well. B. Miller recommended L. Verge contact Michael Harvey Electrical Contractor directly for an estimate.

I. Library Card Application/Children: S. Lavallee briefly reported on NH House Bill 1308, which would permit parents' and legal guardians to have access to children's library records, effective January 2025. It is not known whether the bill has passed both the NH House and Senate. L. Verge was asked to contact the State Library for more information.

3. **Treasurer's Report**

A. Annual Report of the Treasurer 2023 (attached): Trustees were emailed copies. The Report is in the *Town Annual Report*, which just came out.

B. 2023 Audit Preparation: Records have been submitted to Selectmen's Administrative Assistant Robin Woodaman for forwarding to the Town auditor. The Library's financial information is included in the Annual Town Audit.

C. Monthly Report for January (attached): The Trustees reviewed the January report and the monthly bank statements.

D. Trustees of Trust Funds Disbursement: The Trustees of the Trust Funds approved the Library Trustees' request for a disbursement from the *2006 JE Nichols Mem Lib Trust Fund* of \$114.42 to reimburse the Town for book purchases.

E. Savings Account Only for Lost/Damaged Book & Equipment-Generated Income: As decided at last month's meeting, Savings Account XXX289 now has only fees from lost or damaged books and use of the copier/printer/FAX

F. New Special 5-month CD 5.10% APY at BNH: Tabled

G. Proposed Financial Policy on Use of Interest from CDs: Consensus was to continue this discussion at the next meeting when more Trustees should be present.

H. Acceptance of Donation per RSA 202-A:4-c: Motion by K. Ponton, seconded by S. Frost: To accept a donation of \$25.00 from a patron. Passed unanimously.

I. Other: K. Ponton informed the Board of an unexpected bill of \$186.64 from Salmon Press for 2023. B. Miller reported this was for "Help Wanted" ads that ran in *The Meredith News*. L. Verge said the old PO Box number was used and she provided them with the correct address. Last year's appropriation cannot be used to pay for this; it will come out of this year's budget.

4. **Library Director's Report**

A. Monthly Report for February (attached): L. Verge focused her discussion on items below.

B. Patron Survey: L. Verge shared the draft of a one-page survey she developed. After discussion, she will shorten the survey to the three (3) questions she and the Trustees felt were most important. Ways to distribute the survey include onsite, SurveyMonkey, website with link, and Mailchimp. The tentative deadline to return the survey is April 1, 2024.

C. Goals (attached): L. Verge presented a list of immediate (1-3 months), short-term (3-12 months) and long-term (1-5 years) goals.

D. Library Card Application: L. Verge added a check box to the application to document that the information was entered into Overdrive. This is a procedure, not a policy change.

E. Quotes: Mango & Traf/Sys: L. Verge shared an estimate from Mango Security Systems for two (2) wireless panic buttons and a wireless receiver. The Trustees were supportive but requested additional information, i.e. warranty, estimated life, and range for the March meeting. L. Verge shared three (3) estimates for a laser "people" counter ranging from \$185.00 to \$561.00. It would be installed inside the front entrance to count patrons. This data is required to be filed each year with the State Library Report. Motion

by S. Frost, seconded by S. Lavallee: To purchase the “people” counter (SmartCounter brand) for \$185.00. Passed unanimously. L. Verge will order it after Town Meeting.

F. **Website Update:** After recently meeting with Technology Consultant Bobbi Slossar from the State Library, L. Verge said she will update the website (centerharborlibrary.org) using WordPress.

G. **Patron Cards/Barcodes:** L. Verge reported that the current library cards have the old PO Box address and are printed on laminated card stock. Eventually, she would like to have the cards corrected and reprinted on plastic. She also discovered that the 14-digit barcode for library materials has the wrong identifying numbers for Nichols Library; this mistake was made years ago by the State Library who printed the barcode labels. In addition, patron barcodes need to have the number “3” added so that Atrium can identify those codes as belonging to patrons. She will be ordering both sets of barcodes. Fortunately, existing patron and material barcodes can still be used so new codes will not need to be issued and then re-entered.

H. **New Materials Barcodes:** See G. above.

I. **Purchase of New Phones:** L. Verge reported that the library cordless phones are very old and it is difficult to find replacement batteries.

J. **@gmail.com Email:** L. Verge found that many emails from patrons using centerharborlibrary@gmail.com have been going to SPAM. She has solved the problem for the time being, but may need to discuss it further with Adel-XT.

K. **Scrooge & Marley Consortium:** The May 14th meeting of the Scrooge & Marley Consortium of local librarians will be at Nichols Library. L. Verge has reserved the Cary Mead Room from 9:30-11:00am to accommodate the group.

5. **Building Committee Report**

A. **Dates for Refinishing the Front Doors:** B. Miller will make the appropriate calls.

B. **Specs for Painting Back Stairwell:** C. Locke had been asked to find out which walls and ceilings the estimate from Ogden Construction included.

C. **Library Chairs:** B. Miller thanked everyone who was involved with transporting the chairs to and from the NH Corrections Retail Store for repairs and refinishing.

6. **Policy Committee Report - Substitute Library Assistant Position Description** K.

Ponton and L. Verge previously reviewed and revised together a draft position description for the substitute library assistant. Motion by K. Ponton, seconded by S. Lavallee: To approve the Substitute Library Assistant Position Description. Passed unanimously.

7. **Non-public Session:** Not needed.

8. **Unfinished/Continuing Business – Strategic Plan:** Consensus was that the Trustees will need some expert help to move forward with developing a strategic plan for the Library. S. Lavallee had attended a workshop at a NHLTA Spring Conference presented by Deb Hoadley that she felt was very informative. Further discussion postponed to a meeting after Town Meeting when more Trustees can be present.

9. **New Business /Other Business:**

A. **Town Annual Report:** The required circulation statistics for 2023 are missing from the published copy of the 2023 Town Report. L. Verge will compile the statistics and have copies available at the check-in table at Town Meeting. L. Verge noticed that a staff member's name was misspelled in the Library's Annual Report.

B. **Board Meeting Materials:** agenda items should be submitted on the Monday before each meeting.

C. **NHLTA Annual Conference:** S. Lavallee encouraged Trustees to attend this year's Conference on Wednesday, June 5 at the Grappone Center in Concord, NH.

D. **Primex Training:** L. Verge reported all staff have completed the required training on

preventing harassment and discrimination in the workplace offered online by Primex.
The certificates of completion will be added to their personnel files.

Adjournment: Motion by S. Frost, seconded by K. Ponton: To adjourn at 12:10pm. Passed unanimously.

Respectfully submitted,
Karen Ponton, Secretary Pro-tempore)