

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

**-Approved 6/27/2022 -**

**May 18, 2022**  
Minutes

**Call to Order:** Meeting called to order at 10:00am at the Center Harbor Town Hall. Present: Chairperson Ann Xavier, Treasurer Karen Ponton, Trustee Stephany Marchut Lavallee, Trustee Ginny Fisher, Trustee Emeritus Bette Miller (non-voting); Aisilyn Guivens, Librarian; Member of the Public: Annette Nichols (until 10:19am); Absent with notification: Secretary Sandy Frost.

- I. **Public Hearing:** At 10:00am, Chairperson A. Xavier opened the public hearing per RSA 202-A:4-c to accept unanticipated moneys in the amount of \$5,000 or more. Required notice appeared in the April 29, 2022 edition of the *Laconia Daily Sun* and the May 5, 2022 edition of *The Meredith News*. The Trustees listened to and answered A. Nichols questions. The Library is a named beneficiary of the Nancy M. Kelley Trust in the amount of \$212,471.31. The Trustees take very seriously their responsibility to be proper stewards and fiduciaries of Mrs. Kelley's generous gift. There are no plans at this time for how the gift will be used.
- II. **Review/Approval of Minutes**
  - A. **April 25, 2020 Minutes:** Motion by G. Fisher, seconded by K. Ponton: To approve the minutes of April 25, 2022 as presented. Passed unanimously.
  - B. **May 13, 2020 Minutes:** The Board reviewed and amended the minutes of May 13<sup>th</sup>. Motion by K. Ponton, seconded by A. Xavier: To approve the minutes of May 13<sup>th</sup> as amended. Passed unanimously.
- III. **Chairperson's Report**
  - A. **NHLTA Spring Conference:** A. Xavier reported on the Conference, which she attended and found very informative and helpful.
  - B. **Update on Roof:** The Board of Selectmen have contracted with a roofing company to repair the Library's slate roof and gutters.
  - C. **Update of Security Cameras:** A. Xavier reported that a local alarm company estimated \$6,000.00 to install hard-wired surveillance cameras at the Library. She will investigate wireless options, which may be less expensive, and report back at next month's meeting.
  - D. **Basement Safe:** A. Xavier reported on her conversation with Roland Garland, president of the Historical Society, at a recent meeting of the Board of Selectmen. After discussion, motion by A. Xavier, seconded by S. Marchut Lavallee: To terminate the agreement between the Nichols Memorial Library Trustees and the Centre Harbor Historical Society dated October 27, 1971 concerning use of a closet in the front room and the basement safe, effective immediately. Passed unanimously. R. Garland will be notified of this decision by letter sent certified mail, return receipt requested. A. Xavier will update the Selectmen at their meeting this evening.
  - E. **Little Free Library:** A. Xavier shared that a Little Free Library is located along the Lavareck Nature Trail in Meredith, NH.
  - F. **AED Wall Cabinet:** A. Xavier reported that, according to Road Agent Jeff Haines, the AED wall cabinet cannot be mounted at the site initially suggested. Unfortunately, wall space in the Library is very limited. The Trustees gave Librarian A. Guivens some alternate wall locations for the cabinet to discuss with J. Haines.
  - G. **Clock Update:** The Seth Thomas wall clock has been repaired and rehung in the Library. It is now operating.
  - H. **Lions Club Bench:** The Board of Selectmen approved placing the Lions Club bench on the Library's lawn along Main Street.
- IV. **Treasurer's Report:** K. Ponton presented the monthly financial report (attached) and the MVSB bank statement for April.

- V. **Non-public Session:** At 10:42am, motion by K. Ponton, seconded by A. Xavier. To go into a non-public session per RSA 91-A:3, II (a) to discuss a personnel matter. Passed unanimously. Roll Call: G. Fisher-yes, S. Marchut Lavallee-yes, K. Ponton-yes, A. Xavier-yes. B. Miller and A. Guivens were also present. At 10:52am, motion by K. Ponton, seconded by G. Fisher: To end the non-public session. Passed unanimously.

Meeting reconvened by A. Xavier at 10:52am.

- VI. **Librarian's Report:** A. Guivens presented her monthly report (attached).  
A. **Volunteers:** A. Guivens has interviewed two (2) individuals interested in volunteering at the Library during the summer. She will present their names for appointment by the Board as volunteers at the June meeting, pending their completion of the *Volunteer Service Agreement*. Satisfactory background checks will also be needed before the volunteers can begin.  
B. **Summer Hours:** A. Guivens reported some patrons have asked about additional open hours for the Library during the summer. After some discussion, surveying patrons about summer hours was suggested. A. Guivens and K. Ponton offered to develop and send out a short survey.  
C. **Technical Questions:** A. Guivens reported Steve Jussif of Adel-XT is suggesting the Library upgrade its wireless and discuss improving internet speed and the related fee with the provider. K. Ponton said Breezeline provides the Library with a modem at no charge and an IP address for \$15.00; but otherwise, the Library is not billed for internet service. She does not know who the the Library's internet provider is. She suggested the Library may be on the Town account, and recommended A. Guivens check with Selectmen's Administrative Assistant Robin Woodman. A. Guivens was also asked to find out from S. Jussif the cost for purchasing and installing a business firewall.

VII. **Unfinished/Continuing Business**

- A. **Public Hearing:** Motion by K. Ponton, seconded by G. Fisher: To close the Public Hearing at 11:15am. Passed unanimously.  
B. **Acceptance of Unanticipated Moneys:** Motion by G. Fisher, seconded by A. Xavier: To accept the bequest of \$212,471.31 from the Nancy M. Kelley Trust. Passed unanimously. The Trustees expressed their sincere appreciation to Mrs. Kelley for her very generous gift.

VIII. **Committee Reports**

- A. **Building Committee:** No report.  
B. **Policy Committee:** Motion by A. Xavier, seconded by S. Marchut Lavallee: To forward the Library Personnel Policy Manual to the attorney for review. Passed unanimously. A. Guivens forwarded her initial review of the Library operations policies to the Committee for further discussion and review.

IX. **Other Business**

- A. **Disposal of Used/Broken/Old Equipment:** There are old electronics and a copier/FAX machine in the basement. Motion by K. Ponton, seconded by G. Fisher: To authorize the Librarian to properly dispose of used electronics and equipment. Passed unanimously.  
B. **July Book Sale:** S. Marchut Lavallee reported on plans for the July Book Sale. Consensus was to hold the sale Monday, July 4 from 8:30am to noon, with Tuesday, July 5 as a rain date. Trustees plan to meet at 8:00am to set up outside for the sale. Tables are needed.  
C. **Next Meeting:** June 27<sup>th</sup> at 10:00am at the Library.

**Adjournment:** Motion by K. Ponton, seconded by G. Fisher to adjourn at 11:44am. Passed unanimously.

Respectfully submitted,  
Karen Ponton  
Secretary Pro-tempore

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## APRIL 2022 Treasurer's Report

(5/12/2022)

<b>Expenses</b>	<i>April 2022</i>	<i>2022 YTD</i>	<i>2022 Budget</i>
Gross Salaries	\$4,590.00	\$13,260.00	\$67,000.00
Furnishings/Equipment			\$1.00
Repairs/Maintenance	\$227.80 Annual Svc Boiler	\$469.22	\$1,000.00
Supplies & Postage	\$315.16	\$359.39	\$2,000.00
Telephone & Modem Rental/IP Address	\$117.64	\$472.98	\$1,500.00
Travel			\$1.00
Collection Development			\$1.00
Books, Periodicals, DVDs & Streaming (Note: Hoopla & Kanopy capped at 7 views/patron/month)	\$225.12 Hoopla \$95.13 Kanopy \$81.00	\$603.08	\$10,000.00
Landscaping			\$1.00
Special Projects from Gifts (SLSC Pass; NH Historical Society & NHPA Memberships)		\$550.00	\$400.00
Professional Development (NH Library Trustees Association: \$30 per Trustee/Librarian)			\$500.00
Program Projects			\$100.00
Miscellaneous		\$11.99	\$100.00
Computer Maintenance, Software Updates, Licenses	\$382.50	\$1,271.98	\$5,946.00
Legal & Professional Services		\$200.00	\$2,000.00
<b>Total</b>	\$5,858.22	\$17,198.64	\$90,550.00
<b>Nichols Fund</b>			\$9,000.00
<b>Town Appropriation</b>			\$81,550.00
<b>Receipts - Miscellaneous</b>			
Copier/FAX Fees	\$9.75	\$86.10	N/A
Donations	\$6.00	\$19.24	N/A
Lost/Damaged Books			N/A
Sale of Books			N/A
<b>Total Misc. Receipts</b>	\$15.75	\$105.34	N/A

## Director's Report

### May 18<sup>th</sup>, 2022

**Collection Development and Maintenance:** Twenty-one adult items have been added, including magazines, fiction and nonfiction books, audiobooks, and DVDs. Ten children items have been added including a DVD, a board book, a teen book, and two early readers and two holiday books. A magazine, a picture book and twenty-four DVDs were weeded. Work on the children's section has paused until an assistant is able to start. With this, a weeding schedule will be developed to correspond with monthly book orders to maintain an updated and clean collection.

**Patron Services and Community Development:** two volunteers have interviewed to participate in story times and general maintenance of the physical space. Both will be joining the library for a couple hours a week, starting in June. They will be tasked with organizing shelves and displays, and minor programming amongst other tasks that may arise. Several local businesses have reached out to offer prizes for summer reading programs. Passes for both the Squam Lake Science Center and Castle in the Clouds have been checked out by a couple of patrons, with more people inquiring about them. Three patrons have been added, including one who has inquired about the Altrusa Homebound program. Seven reference questions were answered, including two technology related and one genealogy related questions. Patrons have expressed interest in extended Library Hours.

**Digital Services:** Steve Jussif provided a quarterly update on the computers as of April 22<sup>nd</sup>. The anti-virus program was renewed. Steve also noted certain items that need to be addressed. He has recommended that we note what our Internet Provider offers for updated Internet speed and cost to improve our internet service. Along with this, Steve also noted that our current wireless system is dated and has recommended upgrading to wireless with the latest standards and configurations. Lastly, he mentioned a business firewall for added security. He has offered to give a quote on the latest pricing and router for this. If there are questions, the Librarian will reach out to Steve for clarification.

**Maintenance:** The wall space in which the clock was hung was patched and painted to match the rest of the wall. The clock has returned and has been working fabulously since. It is recommended that staff wind the clock, slowly and weekly. The clock will require lubrication and cleaning every three years. A Labor Department Code Officer also did a walk-through with Jeffrey Haines. It was noted that the pressurized water container be mounted and the AED needs to be on a visible wall. An Assembly Permit officer from the Fire Department also did a walk through and is currently drawing up a Permit of Assembly.

**Library Staff:** A candidate for the Library Assistant position has been interviewed and has accepted the position. This candidate is expected to start June 2<sup>nd</sup>, 2022. The Summer Position has been posted and five candidates have currently applied, with a closing date of June 1<sup>st</sup>. The Librarian participated in a conference geared towards Teens and Tweens on May 5<sup>th</sup>. This was hosted by the Children's Librarians of New Hampshire where librarians all over the state tuned in for a special presentation regarding the use of Non-Fiction in Children's Sections, Programming, Collection Maintenance and Weeding along with updates on certain Libraries who went through recent renovations. State Children's Reading Awards were also presented. Operational Policies have been reviewed by staff and submitted to the Policy Committee for review.

#### **Statistics:**

Presented in comparison to statistics from 2019 (pre-COVID) and 2021.

**Physical Circulation**

	<b>*May, 2019</b>	<b>May, 2021</b>	<b>May, 2022</b>
<i>Adult Reading</i>	252	107	165
<i>Youth Reading</i>		5	39
<i>Audio Books (CD)</i>		21	17
<i>DVDs</i>	169	33	38
<i>Interlibrary borrowing</i>	35	3	8
<i>Passes</i>	0	0	2
<b>Total In-Library</b>	456	169	269

\*2019 statistics do not include a breakdown of Adult v. Youth circulation or circulation of audiobooks

**Digital Access Circulation**

	<b>May, 2019</b>	<b>May, 2021</b>	<b>May, 2022</b>
<i>NH Downloadable Books</i>	119	100	118
<i>Hoopla</i>	26	27	23
<i>Kanopy</i>	0	10	38
<b>Total Digital Access</b>	145	137	179

**Grand Total Circulation**

<b>May, 2019</b>	<b>May, 2021</b>	<b>May, 2022</b>
601	306	448

**Unique Users**

	<b>May, 2019</b>	<b>May, 2021</b>	<b>May, 2022</b>
<i>In-Library Active Borrowers</i>	73	28	48
<i>NH Downloadabl e Books</i>	29	23	26

<i>Hoopla</i>	10	27	9
<i>Kanopy</i>	0	3	5

*Respectfully Submitted,*  
Aisilyn Guivens, Director