

Nichols Memorial Library

Board of Trustees Meeting

March 28, 2022

Call to Order – in attendance – Trustees A Xavier, K Ponton, S. Marchut Lavallee, S. Frost, G. Fisher, Bette Miller (non-voting), A Guivens, Librarian

A Xavier moves to accept minutes from March 7, 2022 meeting. S Marchut Lavallee seconded, approved unanimously (S Frost not voting – absent from previous meeting)

#### **Chairperson's Report**

Emails and registered letter have been sent to a former Trustee, signed as received by the recipient, regarding missing historic letters from John Greenleaf Whittier and Gov. Sawyer from the library collection. No response as of March 28, 2022. Further action was discussed.

Four contractors have been contacted regarding the Library roof. Waiting for estimates. East Coast Foundation determined the library foundation is in good shape. They recommended the downspouts be scoped for obstructions which could be the reason for water issues around the building.

The basement safe has been opened. For the time being it will be shared with the Historical Society. A log will be established to track activity on the safe. B. Miller found a copy of the agreement between the Library Trustees and the Historical Society dated 1971.

In the event of a trustee absence from a meeting, a trustee can attend a meeting via phone/video or contact the chair prior to the meeting with questions or concerns they wish to have discussed. If a quorum is present, votes will be taken according to Roberts Rules or Order. Under which Board meetings are conducted.

#### **Treasurer's Report**

See Treasurer's Report attached. Expenses were reviewed. The MVSb statement shows a small deposit of jar donations and copying fees, and no withdrawal.

Going forth, an annual audit of the Library MVSb account will be included in the Town Annual Audit. Information was sent to Selectmen's Assistant Robin Woodman on March 19, 2022 for forwarding to the Town accountant.

It is appropriate for the Board to request money from the library Trust under the Trustees of the Trust Funds for books, periodicals, audiobooks, DVD's etc. according to Funds Trustee Joseph Hulkow.

S Marchaut LaVallee moves to amend the *Policy on use of Monies in the Library MSVB checking Account* as follows:

"The principal and income is reported each year in the Report of trust Funds found in the Annual Town Report. As of December 31, 2021, principal and income as \$14,321.73. To date, the Library Board of Trustees has not requested any disbursements from this trust fund.

The money in the MVSb checking account paid out from the 2006 J E Nichols Mem Lib Trust Fund shall be used only for the purchase of books, periodicals, audios books, DVDs, and the inter-library loan annual fee, which is in keeping with the original purpose of the permanent Endowment Funds."

The motion was seconded by A Xavier and approved unanimously.

#### **Librarian's Report**

See Librarian's Report attached.

In conjunction with the gift of books related to Earth Day, an exhibit is planned for the Children's section of the library.

K Ponton moved to accept the description of the job for a summer Library Aid. Seconded by S. Frost and approved unanimously. See attached.

The job description for Library Assistant was corrected as follows:

**"Recommended Qualifications:** High school diploma or equivalent. Minimum of two (2) years of library or other relevant experience required. Associate or baccalaureate degree preferred."

S Marchut Lavalée moves to accept the Library Assistant job description with corrections. Seconded by K. Ponton. Accepted unanimously. See attached

K. Ponton moves to post Part-time Assistant Librarian position as described. Seconded by S. Marchut Lavalée. Approved unanimously See attached

#### **Unfinished/Continuing Business**

The Lions Club has offered an outdoor bench to the Library. K Ponton moves to accept the gift. A Xavier seconds. Accepted unanimously.

The library will hold a book sale on July 4<sup>th</sup>. Only books currently scheduled to be discarded will be offered. The Library cannot accept any new donated books at this time.

K. Ponton moves that the library purchase passes for Squam Lakes Science Center and Castle in the Clouds. A Xavier seconds. Approved unanimously.

#### **Committee Reports**

**Building Committee** – K Ponton moves to authorize B Miller to take the clock for repair to Steve's Clock Repair. S Frost seconded. Approved unanimously. Jeff Haines will be asked to remove the clock from the wall.

**Policy Committee** – A. Xavier, who voted in favor of the policies, move S Frost request to reconsider policies approved at the last meeting. S. Marchut Lavalée seconds, approved unanimously. K Ponton moves that discussion on the policies be limited to three minutes. Seconded by G. Fisher. Approved unanimously. No motions were made to change the policies so they stand as approved at the last meeting. *Ann Not approve 3 min*

S. Marchut Lavalée moves to accept the changes to the Personnel Policies as follows: Consistent use of the term "Librarian" throughout the Manual; change sentence in Holidays Policy to "If the Wednesday

before Thanksgiving, Christmas Eve or New Year's Eve fall on a day that the Library is usually open, the hours will be 10:00 am to 1:00 pm; and add to Vacation Policy that vacation cannot be taken during the first ninety days of employment, and "The Board of Trustees shall approve all requests for vacation time. Vacation requests should be submitted in advance in a timely fashion so that action may be taken at a regular month Board meeting. Seconded by A. Xavier. Accepted unanimously

#### **New Business**

A Xavier moves to appoint S Frost secretary, S. Marchut Lavallee seconds, accepted unanimously

A Xavier moves to appoint K Ponton treasurer. S Marchut Lavallee seconds, accepted unanimously

→ A Xavier moves to continue as Chair. K. Ponton seconds, accepted unanimously *Stephany Marchut* ✓

Meetings will be held on the fourth Monday of each month, as follows: April 25, May 23, June 27, July 25, August 22, September 26, October 24, November 28 and December 19, 2022.

11:50 am. S Marchut Lavallee moves to adjourn. S Frost seconds, accepted unanimously

James E. Nichols Memorial Library

**February 28, 2022 Treasurer's Report**

(3/17/2022)

<b>Expenses</b>	<b>February 2022</b>	<b>2022 YTD</b>	<b>2022 Budget</b>
Gross Salaries	\$3,084.00	\$6,276.00	\$67,000.00
Furnishings/Equipment			\$1.00
Repairs/Maintenance	\$195.00	\$195.00	\$1,000.00
Library Sign			
Supplies & Postage	\$16.37	\$27.96	\$2,000.00
Telephone & Modem Rental	\$118.02	\$237.32	\$1,500.00
Travel			\$1.00
Collection Development			\$1.00
Books & Periodicals	\$234.09	\$377.96	\$10,000.00
(Note: Hoopla & Kanopy capped at 7 views/patron/month)	Hoopla \$190.09 Kanopy \$44.00		
Landscaping			\$1.00
Special Projects from Gifts (SLSC Pass; NH Historical Society & NHPA Memberships)			\$400.00
Professional Development (NH Library Trustees Association: \$30 per Trustee/Librarian)			\$500.00
Program Projects			\$100.00
Miscellaneous			\$100.00
Computer Maintenance, Software Updates, Licenses	\$42.50	\$889.48	\$5,946.00
Update DeepFreeze Time			
Legal & Professional Services	\$200.00	\$200.00	\$2,000.00
<b>Total</b>	<b>\$3,889.98</b>	<b>\$8,203.72</b>	<b>\$90,550.00</b>

<b>Nichols Fund</b>				\$9,000.00
<b>Town Appropriation</b>				\$81,550.00
<b>Receipts -</b>				
<b>Miscellaneous</b>				
Copier/FAX Fees	\$19.25	\$52.15		N/A
Donations	\$7.00	\$9.95		N/A
Lost/Damaged Books				N/A
Sale of Books				N/A
<b>Total Misc. Receipts</b>	\$26.25	\$61.10		N/A

## Director's Report

### March 23<sup>rd</sup>, 2022

#### **Collection Development and Maintenance:**

During March, we added three magazines, eleven adult non-fiction, two adult fiction, two early readers, and two juvenile non-fiction to our collection. Eight magazines, one adult DVD, one board book and one juvenile non-fiction were weeded. I also submitted my first order of the year that consisted of six books, three of which have already arrived. Linda and I have continued to update labels and records for the Children's Section. With the new arrangement, we have been able to sort books into different spaces in hopes of better showcasing what the collection offers to increase circulation and patron visits. The DVD collection is also being worked on to ensure we maintain an updated selection for our patrons.

#### **Patron Services and Community Development:**

We have added two patrons this month and answered eight reference questions pertaining to title recommendations and inquiries, and questions about our services offered. The new changes to the Children's Section have been well received and we have seen new faces come to the library. A meeting with Carol Sullivan of the Energy Committee also took place, spurring a conversation about how the library can better help in recycling and promotion of eco-friendly programs, particularly related to Earth Day and Earth Month. She has graciously donated several books to both the Children's and Adults sections related to environmental issues. We also conducted a survey about season passes with approximately 80 responses. From this data both the Castle in the Clouds and Squam Lakes Science Center passes are popular, with Castle in the Clouds pulling about a ten percent lead in interest.

#### **Digital Services:**

Computer usage has continued to be popular for the use of researching, using our OPAC and printing. There was a slight decrease in Hoopla and NH Downloadable Book usage, but Kanopy has been used frequently over the month, showing an exponential rise in usage and a slight increase in audience.

#### **Maintenance:**

Bookcases and spinners have been relocated within the library, creating a new and fresh look for patrons. We have gotten feedback on how open it is now. There is concern over a bookcase that was originally a part of the children's section that now rest beneath the signs about Mr. Nichols' animal heads. My suggestion is to switch this bookcase with the audio display and move or rearrange the signage. This will allow more shelving space for the children's section to allow a "New Items" display like the adult one, while keeping the integrity of the space. Another discussion was had after a power outage, in which the Emergency Closing policy was reviewed. The chairperson and I came to the decision that closing for issues like this will be on a case-by-case basis in which the Director will contact the Chairperson to discuss a course of action in an emergency.

#### **Library Staff:**

Linda is continuing her work as a temporary Library Assistant until March 28th, 2022. I have

worked with the Policy Committee to draft new job descriptions and potential postings for both the Library Assistant and Summer Assistant positions. We are hoping to get the Library Assistant position posted by the beginning of April in order to complete the interview process before the end of Spring.

#### Statistics:

##### Physical Circulation

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
<i>Adult Reading</i>	465	466	395	353	214	149	247	204
<i>Youth Reading</i>	108	106	90	47	46	18	50	43
<i>Audio Books (CD)</i>	55	45	45	50	33	20	32	28
<i>DVDs</i>	139	92	64	84	65	50	80	40
<i>Interlibrary borrowing</i>	43	24	25	10	8	8	20	40
<i>Passes</i>	6	1	1	0	0	0	0	11
<b>Total In-Library</b>	816	734	620	544	366	245	429	366

##### Digital Access Circulation

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
<i>NH Downloadable Books</i>	148	151	163	202	136	152	202	164
<i>Hoopla</i>	57	50	22	49	26	30	43	32
<i>Kanopy</i>	13	11	21	26	29	9	21	61
<b>Total Digital Access</b>	218	212	206	277	191	191	266	257

##### Grand Total Circulation

Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
1034	946	826	821	557	436	695	623

**Unique Users**

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
<i>In-Library Active Borrowers</i>	112	96	82	67	71	37	60	49
<i>NH Downloadable Books</i>	31	29	28	32	28	28	35	32
<i>Hoopla</i>	14	13	22	23	11	11	13	12
<i>Kanopy</i>	3	2	4	4	6	4	4	6

*Respectfully Submitted,*

Aisilyn Guivens, Director



James E. Nichols Memorial Library

Job Description

Library Summer Aide

**Reports to:** Library Director/Librarian

**Position Summary:** Provides additional coverage for the circulation desk during the peak summer months of July and August under the direction, supervision and review of the Library Director/Librarian or designee.

**Responsibilities:** In addition to those listed below, the Library Summer Aide may be assigned other responsibilities from time to time by the Library Director/Librarian.

**Daily Operations**

1. Assists in the smooth operation of the Library during the summer months by providing services efficiently, courteously and in accordance with Library policies and procedures, and treating other staff, patrons, visitors and Trustees in a respectful manner
2. Performs assigned circulation desk duties, such as checking Library materials in and out, making copies for patrons, answering the phone
3. Reshelves materials based on existing protocols, including the Dewey Decimal System and alphabetization
4. Provides computer assistance to patrons
5. Maintains the confidentiality of all patron and Library user records

**Programming**

1. Assists with summer programming, such as storytimes or a summer reading incentive program

**Policy**

1. Understands that the Board of Trustees is responsible for governance and the overall operation of the the James E. Nichols Memorial Library
2. Fully supports Board decisions and policies

**Recommended Qualifications:** High school diploma or equivalent. Minimum one (1) year of library or other relevant experience.

*Revised & Approved by Nichols Library Board of Trustees 3/28/2022*

*Approved by Nichols Library Board of Trustees 6/22/2009*

James E. Nichols Memorial Library  
Job Description  
Library Assistant

**Reports to:** Library Director/Librarian

**Position Summary:** Primarily responsible for staffing the circulation desk and assisting with Library services under the direction, supervision and review of the Library Director/Librarian

**Responsibilities:** In addition to those listed below, the Library Assistant may be assigned other responsibilities from time to time by the Library Director/Librarian.

**Daily Operations**

1. Assists in the smooth operation of the Library by providing services efficiently, courteously, and in accordance with Library policies and procedures, and treating other staff, patrons, visitors and Trustees in a respectful manner
2. Performs circulation desk duties, including Inter-Library Loan requests, curbside services, answering the phone, responding to emails, other desk duties, and opening and closing the Library
3. Maintains a working knowledge of library equipment, including circulation desk and patron computers, software applications, printers and other technology
4. Processes and catalogues incoming materials
5. Reshelves materials based on existing protocols, including the Dewey Decimal System and alphabetization
6. Provides reference and computer assistance to patrons
7. May cover the Library when other staff are on vacation or absent

**Collection Development**

1. Assists with maintaining, managing and weeding the Library collection, under the direction of the Librarian/Library Director and in accordance with Library policy

**Programming**

1. Assists with programming for adults, such as talks by local authors or book clubs
2. Assists with programming for children and teens, such as story times, a summer reading incentive program or class visits by local schools
3. Assists with virtual programs and offerings

**Public Relations**

1. Engages patrons and helps to publicize library services effectively in person, through online and social media platforms
2. Maintains and regularly updates the Library website, Facebook page, Instagram account and other social media
3. Suggests changes and improvements to the Library Director/Librarian to better serve patrons, Center Harbor residents and community

**Goals**

1. Assists in completing short-term and long-term goals as established and agreed upon with by the Library Director/Librarian and/or the Board of Trustees

**Policy**

1. Understands that the Board of Trustees is responsible for governance and the overall operation of the James E. Nichols Memorial Library
2. Fully supports Board decisions and policies

**Professional Development**

1. Keeps informed of developments in the library field
2. Maintains current knowledge of computer use and applications
3. Participates in continuing education opportunities

**Recommended Qualifications:** High school diploma or equivalent. Minimum of two (2) years of library or other relevant experience required. Associate or baccalaureate degree preferred.

*Revised & Approved by Nichols Library Board of Trustees 3/28/2022*

*Approved by Nichols Library Board of Trustees 6/22/2009*

**Job Posting for:**

**Part-Time Library Assistant** – James E. Nichols Memorial Library, Center Harbor, NH

**Description:** The Nichols Library Board of Trustees is searching for an enthusiastic, reliable and detail-oriented person who is passionate about libraries and their role in small communities to add to our staff as a part-time Library Assistant. Working under the direction of the Librarian, this individual will help provide essential, core library services to the greater Center Harbor community, along with new programs for patrons of all ages. The historic 1910 Nichols Library is located in a friendly, small town in central New Hampshire, on the shore of beautiful Lake Winnepesaukee.

**Supervisor:** The Library Assistant is accountable to and reports directly to the Librarian/Library Director.

**Recommended Qualifications:** High school diploma or equivalent. Minimum of two (2) years of library or other relevant experience. Associate or baccalaureate degree preferred. Computer literacy and proficiency in Microsoft Office, with ability and willingness to learn how to use new programs, social media and technology. Ability to reshelve items based on existing protocols including Dewey Decimal System and alphabetization. Ability to prioritize and multitask in a busy environment. Excellent interpersonal skills. Familiarity with current library software (Atrium) and technologies, as well as virtual programming and social media platforms. Communicates effectively in writing and verbally.

**Responsibilities:** Primary duty is coverage of the circulation desk including checking materials in and out, placing reserves on materials, assisting and registering new patrons, processing interlibrary loan requests, and reshelving materials. The Library Assistant is also responsible for opening and closing the library, answering phone calls and email, upkeep and maintenance of social media, data collection and input, and assistance in collection development and maintenance. Other duties may include organizing materials, programming, and public relations.

**Wages:** Commensurate with education and experience. This is a part-time, 15 hour/week position.

**Position Closing Date:** Open until filled.

**Starting Date:** Negotiable. If you have any questions or for more information and a complete job description, contact Aisilyn Guivens, Library Director at 603-253-6950 or [chlibrarynh@gmail.com](mailto:chlibrarynh@gmail.com). To apply, please submit a cover letter, resume and three (3) letters of professional reference from employers, supervisors or faculty.

*Revised & Approved by Nichols Library Board of Trustees 3/28/2022*

Current Balances of Income  
from  
Trusts, Donations, Income-Generating Equipment, Book Sales & Lost/Damaged Books

**1<sup>st</sup> QTR 2022**  
(3/31/2022)

	In MVSBS Checking Account Year-end 2021	In MVSBS Checking Account YTD 2022
James E. Nichols Trusts (includes pre-2019)	\$44,423.63	\$44,423.63
Permanent Endowment Funds	0	0
Donations	\$2,650.50	\$2,663.74
Copier/Printer/FAX, Lost/Damaged Books, Fines	\$556.65	\$633.00
Sale of Books & Fundraising	\$638.96	\$638.96
Grants	0	0
Other	0	0
Balance MVSBS Checking Account	\$48,269.74	-
Current Balance MVSBS Checking Account	-	\$48,359.33

# MARCH 2022 Treasurer's Report

(3/30/2022)

Expenses	March 2022	2022 YTD	2022 Budget
Gross Salaries	\$2,394.00	\$8,670.00	\$67,000.00
Furnishings/Equipment			\$1.00
Repairs/Maintenance	\$46.42	\$241.42	\$1,000.00
CO Detectors			
Supplies & Postage	\$16.27	\$44.23	\$2,000.00
Telephone & Modem Rental	\$118.02	\$355.34	\$1,500.00
Travel			\$1.00
Collection Development			\$1.00
Books, Periodicals, DVDs & Streaming (Note: Hoopla & Kanopy capped at 7 views/patron/month)		\$377.96	\$10,000.00
Landscaping			\$1.00
Special Projects from Gifts (SLSC Pass; NH Historical Society & NHPA Memberships)	\$550.00	\$550.00	\$400.00
SLSC Pass \$350 Castle Pass \$200			
Professional Development (NH Library Trustees Association: \$30 per Trustee/Librarian)			\$500.00
Program Projects			\$100.00
Miscellaneous	\$11.99	\$11.99	\$100.00
Computer Maintenance, Software Updates, Licenses		\$889.48	\$5,946.00
Legal & Professional Services		\$200.00	\$2,000.00
<b>Total</b>	<b>\$3,136.70</b>	<b>\$11,340.42</b>	<b>\$90,550.00</b>
<b>Nichols Fund</b>			<b>\$9,000.00</b>
<b>Town Appropriation</b>			<b>\$81,550.00</b>
<b>Receipts - Miscellaneous</b>			
Copier/FAX Fees	\$24.20	\$76.35	N/A
Donations	\$3.29	\$13.24	N/A
Lost/Damaged Books			N/A
Sale of Books			N/A
<b>Total Misc. Receipts</b>	<b>\$27.49</b>	<b>\$89.59</b>	<b>N/A</b>