

James E. Nichols Memorial Library Board of Trustees Special Meeting

July 24th, 2023

Minutes

I. Call to Order:

Meeting called to order at 10:00 am.

In attendance were the Chairperson Ann Xavier, Trustee Sandy Frost, the Treasurer Karen Ponton, the Alternate David Hughes - voting, the Trustee Stephany Marchut Lavallee, Alternate Clara Gamboa de Levin (taking minutes), Trustee Emeritus Bette Miller, and Librarian Aisilyn Guivens - late arrival.

Absent: Corina Locke

II. Approval of Minutes June 26, 2023

Approval of the Minutes for the June 26th, 2023 meeting was postponed until the next meeting.

III. Order of Agenda and Additional Items

IV. Chairperson's Report:

A. Comment on Author's Talks

- a. Ernest Thompson's talk was very successful.
- b. Kari Allen's author talk was moved to August 3rd, from 10:00 am to 12:00 pm.

B. Progress on Gazebo or Pergola - *now to be called "Outdoor Reading Area"*

- a. After reviewing with Selectman, the Library does not have to worry about building regulations regarding setbacks between town-owned properties. Additionally, it was suggested that maybe a Pavilion/Pergola would be more appropriate for the space instead of a Gazebo because (1) more accessible since they are built at ground level and (2) on average are more affordable to build.
- b. A brick walkway could be built to the new structure to help create a means for patrons/donors to be memorized. A review of the proposed park plans (to be shared by D. Hughes) should be considered to see how the Library's structure can be incorporated into the proposed park footprint.

C. Report on Selectmen's Meetings, Including outdoor reading area and commercial rules for Bandstand

- a. See notes above.
- b. The Selectmen informed A. Xavier that merchandise like books cannot be sold on the bandstand property or the beach due to deed restrictions. They said the materials could be sold outside of Town Hall or on the Library property, however.

- D. Procedure for choosing dates for book sale, rain dates, etc.
 - a. The book sales initially scheduled for the 4th of July was the first time a book sale was rescheduled to the rain date. The book sale started at 9:00am on the rain date, an hour before the library opened. Unless there is a pertinent reason, in the future, book sales should be scheduled during hours of operations of the library.
 - b. The total income for the July Book Sale was \$130 in comparison to about \$700 last year. The budget was projected with an expected income of \$600 in book sale revenue between the two summer books sales. The next book sale is scheduled for August 19th from 10:00 am to 1:00 pm.
- E. A. Xavier reported that Miracle Farms provided the Selectmen an informational review of work needed in the basement to help Trustees understand the scope for the work necessary to address the basement flooding. Their recommendation was to put in a dry well.

V. Treasurer's Report

- A. The Trustees reviewed the June Monthly Report & Bank Statements (attached)
- B. K. Ponton reported the \$42,000 was transferred to 2-5 month CDs at the Bank of NH that mature on October 26, 2023.
- C. The Trustees reviewed the Summary of Income Sources for the first 6 months of 2023 (attached)
- D. Other: B. Miller asked if there was an estimate yet for the door and other pending painting items. A. Xavier is looking into this.

VI. Librarian's Report

- A. We can get ancestry reports and other digital media
- B. Upcoming Author Talks
 - VI.B.1) Saturday, September 16th, 2023 - 1:00pm to 3:00pm, Dan Szczesny author at the library.
 - VI.B.2) September 30th Nicole Goott - 1-3 pm

VII. Building Committee Report

- A. Library Clock Update – The time was corrected, but to correct the calendar the clock would have to be returned to the clock repair man in Belmont. Trustees agreed to not correct the calendar part of the clock and just leave it as is.
- B. Plaque for Mr. Nichols' Picture, A. Guivens is working with B. Miller on coordination for this and other needed plaques.
- C. Reader Board, the Library doesn't have a way to announce to patrons walking/driving by that there is an event occurring that day and could benefit from a poster/reader board. Motion by K. Ponton to provide B. Miller up to \$300 to purchase a sandwich board with letters, second by D. Hughes. Passed with four yes votes (A. Xavier, K. Ponton, D. Hughes, and S. Marchut Lavallee) and one no vote (S. Frost).

VIII. Policy Committee Report:

- A. Report of Investment Subcommittee – C. Levin, D. Hughes & S. Lavallee - No report this month.

IX. Non-public Session per RSA 91-A:3: Motion to go into non-public session at 10:56am by K. Ponton, second by S. Frost. Passed unanimously. A. Xavier-yes, S. Frost-yes, K. Ponton-yes, D.Hughes-yes, S. Lavallee-yes. C. Gamboa de Levin, B. Miller, and A. Guivens were present.

- A. Discussed a matter affecting a person's reputation
- B. Motion that the Trustees to interview two candidates for the Library Assistant position by K. Ponton, seconded by D. Hughes. Passed unanimously.
- C. Motion to come out of public session at 11:23 am by K. Ponton, seconded by A. Xavier. Passed unanimously.

X. Unfinished/Continuing Business

XI. New Business/Other Business

- XII. Adjournment:** Motion by S. Lavallee, seconded by S. Frost to adjourn at 11:25am. Passed unanimously.

Respectfully submitted,
Clara Gamboa de Levin
Secretary pro tempore

James E. Nichols Memorial Library

June 2023 Treasurer's Report

Expenses	<i>June 2023</i>	<i>2023 Year-to-Date</i>	<i>2023 Town Appropriation</i>	<i>2023 Budget</i>
Gross Wages <i>(Librarian 30hrs/wk; assistant 15hrs/wk; summer aide 10hrs/wk for 2 months)</i>	\$5,024.25	\$25,053.02	\$55,000.00	\$55,000.00
Furnishings/Equipment	\$0.00	\$11.99 \$5,231.00 Book Return NF	\$1,000.00	\$1,000.00 (\$5,000 NF)*
Repairs/Maintenance <i>(Clean rugs \$285, clock \$120, boiler \$230; ST \$405)</i>	\$1,101.87 Mini-split \$179.00 Boiler/Radiator \$400.00 Lg Table \$500.00	\$3,793.38 \$8,333.22 Painting NF [\$2,701.00 NF2022]	\$5,500.00	\$19,500.00 (\$10,000 NF)*
Supplies <i>(PO-Box \$84)</i>	\$83.24	\$1,066.98	\$1,500.00	\$1,500.00
Telephone	\$124.44	\$722.50	\$1,500.00	\$1,500.00
Mileage <i>(IRS \$0.625/mi)</i>	\$117.00	\$417.50	\$500.00	\$500.00
Books & Periodicals <i>(Downloadable Books \$726)</i>	\$758.39 Hoopla \$115.03 Kanopy \$18.00	\$2,749.30	\$8,000.00	\$8,000.00
Landscaping	\$0.00	\$0.00	\$1.00	\$1.00
Special Projects from Gifts <i>(SLSC & Castle Passes; NH Historical Society & NHPA Memberships)</i>	\$50.00	\$600.00	\$600.00	\$600.00
Professional Development <i>(NHLTA Membership & Conferences)</i>	\$150.00	\$420.00	\$500.00	\$500.00
Programs/Projects	\$36.69	\$107.11	\$400.00	\$400.00
Miscellaneous	\$98.27 Mailbox \$78.28 Flagpole \$19.99	\$98.27	\$200.00	\$200.00
Computer Maintenance Contract, Software Updates, Licenses <i>(Contract \$850, OPAC Snapshot \$395, Webroot Antivirus \$213.75, WordPress \$96, Canva \$120, Camera Software \$120; ST \$1,794.75)</i>	\$47.50	\$2,289.75	\$5,000.00	\$5,000.00
Legal & Professional Services	\$0.00	\$0.00	\$1,000.00	\$1,000.00

Total	\$7,591.65	\$53,595.02		\$95,701.00
Nichols Fund*		\$13,564.22 (2023) \$5,231.00 Book Return \$8,333.22 Painting [\$2,701.00 (2022)]		\$15,000.00*
Town Appropriation		\$37,329.80	\$80,701.00	\$80,701.00
Receipts - Miscellaneous				<i>2023 Budget</i>
Copier/FAX Fees	\$58.90	\$155.20		\$200.00
Donations	\$1,349.00	\$3,489.30		\$300.00
Lost/Damaged Books	\$17.00	\$17.00		\$1.00
Sale of Books	\$0.00	\$0.00		\$600.00
Interest from Savings Accounts (2)	\$1.32 \$7.35	\$155.16		\$250.00
Miscellaneous	\$10.00	\$10.00		\$1.00
Nichols Trust Dividends (2)	\$0.00	\$0.00		\$7,500.00
Total Misc. Receipts	\$1,165.10	\$3,826.66		\$8,852.00