

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

**April 24, 2023**  
Minutes

**Call to Order:** Meeting called to order at 10:01am. Present: Chairperson Ann Xavier, Stephany Marchut Lavallee, Treasurer Karen Ponton, D. Hughes (alternate-voting), Clara Gamboa de Levin (alternate-voting), Librarian Aisilyn Guivens; Absent: Sandy Frost, Corina Locke, Secretary pro-tempore Bette Miler (Trustee Emeritus).

- I. **Approval of Minutes:** Motion by S. Lavallee, seconded by A. Xavier: To approve the minutes of March 27, 2023 as corrected. Passed unanimously.
- II. **Order of Agenda:** The following items were added to the Agenda: *Secretary Position, Personnel,* and under Librarian's Report, *Donation and Thank You Cards.*
- III. **Chairperson's Report**
  - A. **Report of Selectmen's Meeting:** A. Xavier informed the Trustees that the Selectmen heard a presentation on an alternative option for resolving moisture and water issues in the Library basement. The option would install an interior drainage system. The Trustees voiced concern that this type of system would still allow water to penetrate foundation. Their recommendation is for a solution that would keep moisture and water outside the building. RFPs are due at this Wednesday's Selectmen's meeting
  - B. **Interior Painting Update:** The Trustees expressed their appreciation to everyone who helped get the Library ready for painting. The painters began this morning. Paint colors were reviewed: walls will be off-white; ceilings and vaulted walls of stacks will be ceiling white. Consensus was to have painters take down the moose head and set it aside for the taxidermist to pick up next week. Painting is expected to be finished by Friday.
  - C. **Reading Gazebo:** There was discussion about possibly having a reading gazebo built so that patrons would have a place to read outside. The Trustees were generally in favor of this idea but noted that as a structure it falls under the purview of the Selectmen.
  - D. **Other: Secretary Position** - A. Xavier reminded Trustees that someone needs to come forward to serve as Secretary by the next meeting. S. Frost declined to continue as Secretary as she is involved with track and field; K. Ponton already serves as Treasurer.
- IV. **Treasurer's Report**
  - A. **Monthly Financial Report & Bank Statements:** The Trustees reviewed the financial Report for March (see attached) and the MVSB statements.
  - B. **Bank of NH 13-month Special CD:** As the Trustees directed at their last meeting, a 13-month CD with a 4.25% annual percentage yield was opened at the Bank of NH with \$200,000 from the Kelley gift. The CD will mature April 27, 2024.
  - C. **Acceptance of Donation per RSA 202-A:4-c, III(b):** Motion by K. Ponton, seconded by S. Lavallee: To accept a donation of \$1,000 from (an individual) to be used towards the purchase of the outside book return. Passed unanimously.
  - D. **Acceptance of Concrete Pad & Installation Donation:** Motion by K. Ponton, seconded by A. Xavier: To accept the donation of a concrete pad for under the outside book return and the curbside services box. Passed unanimously. The Trustees expressed their appreciation to East Coast Foundation for this gift. It will be installed next to the sidewalk near the Library sign for easy patron access. The Selectmen are aware.
- V. **Librarian's Report:** A. Guivens presented her Report (see attached).
  - A. **Donation:** A. Guivens was approached by an individual who asked he could donate a memorial plaque and have it installed at the Library. After some clarification, A. Guivens will refer this

individual to the Selectmen. There was some discussion about publicly recognizing donors, perhaps in the Library newsletter, but no decision.

B. **Thank You Cards:** April is National Volunteer Month. A. Guivens asked the Trustees to formally thank our two volunteers for their service and to sign a thank you card for each. The Trustees gratefully acknowledged the dedication and efforts of our volunteers: Sharon Thompson and Jane Morrill-Winter.

C. **Other:** Local author Ernest Thompson is scheduled to be at our Library on Saturday, July 8 at 1:00pm to discuss his new novel, *The Book of Maps*.

**VI. Policy Committee:** No report.

**VII. Building Committee:** A. Xavier reported by B. Miller. One table and 3 chairs have been refinished and are back at the Library. The second table is not yet ready. One of the chairs will be returned for additional work as the finish was not completely applied to the back.

**VIII. Unfinished/Continuing Business:** S. Lavallee reported that she, C. de Levin and D. Hughes (Investment Policy Sub-committee) have been reviewing examples of various investment policies. They plan to report with more details at the May meeting of the Trustees.

**IX. New/Other Business**

A. **Personnel:** Staff were reminded to submit their requests for vacation time for 2023. By policy, vacation time must be taken before the end of the calendar year or it is forfeited.

**Non-public Session:** At 11:07am, motion by D. Hughes, seconded by S. Lavallee: To enter into a non-public session per RSA 91-A:3, II (a) to discuss a personnel matter. Passed unanimously.

Roll call vote: A. Xavier – yes, C. de Levin – yes; D. Hughes – yes, S. Lavallee – yes; K. Ponton – yes. A. Guivens was present for the non-public session. The Trustees briefly discussed and offered guidance to the Librarian regarding the annual performance reviews for staff. Motion by D. Hughes, seconded by S. Lavallee: To end the non-public session at 11:15am. Passed unanimously.

Meeting reconvened by A. Xavier at 11:15am.

B. **Other:** A. Xavier, C. de Levin, S. Lavallee and C. Locke will be attending the NHLTA Annual Conference on May 9<sup>th</sup> in Concord.

Motion by A. Xavier, seconded by K. Ponton to adjourn at 11:17am. Passed unanimously.

Respectfully submitted,  
Karen Ponton  
Secretary pro-tempore  
atts (2)



James E. Nichols Memorial Library

**March 2023 Treasurer's Report**

<b>Expenses</b>	<b>March 2023</b>	<b>2023 Year-to-Date</b>	<b>2023 Town Appropriation</b>	<b>2023 Budget</b>
Gross Wages (Librarian 30hrs/wk; assistant 15hrs/wk; summer aide 10hrs/wk for 2 months)	\$4,761.54	\$12,000.77	\$55,000.00	\$55,000.00
Furnishings/Equipment	\$0.00	\$11.99	\$1,000.00	\$1,000.00
Repairs/Maintenance (Clean rugs \$285, clock \$120, boiler \$230, mini-split \$165; ST \$800)	\$634.80	\$908.92 \$2,701.00 NF2022	\$5,500.00	\$19,500.00 (\$14,000 NF)*
Supplies (PO Box \$84)	\$0.00	\$561.19	\$1,500.00	\$1,500.00
Telephone	\$120.36	\$360.24	\$1,500.00	\$1,500.00
Mileage (IRS \$0.625/mi)	\$0.00	\$20.00	\$500.00	\$500.00
Books & Periodicals (Books, DVDs, Periodicals, Hoopla, Kanopy, Downloadable Books \$726)	\$336.77 Hoopla \$103.78 Kanopy \$0.00	\$603.62	\$8,000.00	\$8,000.00
Landscaping	\$0.00	\$0.00	\$1.00	\$1.00
Special Projects from Gifts (SLSC & Castle Passes; NH Historical Society & NHPA Memberships)	\$550.00	\$550.00	\$600.00	\$600.00
Professional Development (NHLTA Membership & Conferences)	\$0.00	\$0.00	\$500.00	\$500.00
Program Projects	\$54.93	\$54.93	\$400.00	\$400.00
Miscellaneous	\$0.00	\$0.00	\$200.00	\$200.00
Computer Maintenance Contract, Software Updates, Licenses (Contract \$1,700, OPAC Snapshot \$395, Atrium ASP \$795, Webroot Antivirus \$213.75, iBackup \$99.50, Domain Registration \$18, WordPress \$96, Canva \$120, Camera Software \$120; ST \$3,437.25)	\$0	\$1,220.00	\$5,000.00	\$6,000.00 (\$1,000 NF)*
Legal & Professional Services	\$0.00	\$0.00	\$1,000.00	\$1,000.00
<b>Total</b>	\$6,458.40	\$18,992.66		\$95,701.00
<b>Nichols Fund*</b>		\$2,701.00 (2022)		\$15,000.00*
<b>Town Appropriation</b>		\$16,291.66	\$80,701.00	\$80,701.00
<b>Receipts - Miscellaneous</b>				<b>2023 Budget</b>
Copier/FAX Fees	\$62.00	\$62.00		\$200.00

Donations	\$5.11	\$5.11		\$300.00
Lost/Damaged Books	\$0.00	\$0.00		\$1.00
Sale of Books	\$0.00	\$0.00		\$600.00
Interest from Savings Accounts (2)	\$30.63 \$9.58	\$126.02		\$250.00
Miscellaneous	\$0.00	\$0.00		\$1.00
Nichols Trust Dividends (2)	\$0.00	\$0.00		\$7,500.00
<b>Total Misc. Receipts</b>	\$107.32	\$193.13		\$8,852.00

## Director's Report

### April 24<sup>th</sup>, 2023

#### Collection Development and Maintenance:

For this month, seventy-three items were added to collection, most of which being from the first book order of the year! Other items added included Inter-Library Loan items. Sixty-four items were weeded from the collection, consisting mainly of Inter-Library Loan items along with some non-fiction items. The DVD project has been completed as of the second week of April, thanks to the work of volunteers, J. Morrill-Winter and S. Thompson and staff. A book order for April has been submitted and some items have arrived. This order will be processed fully and added to the collection during the painting project.

#### Patron Services and Community Development:

Story times have continued with one child attending consistently, along with two new children that stopped in for the first time. The Easter Egg Hunt hosted by the Parks and Recreation Department brought over sixty children and parents to the Library for holiday-themed crafts. The Staff and Trustees would like to extend a "Thank You" to Sandy Frost for including the Library in this event and for providing crafts for children. Planning for Summer Reading is underway along with planning for more Author Talks. Another author has been added to the schedule for the Summer with specific details pending. *The Book Report* podcast has continued to be a hit amongst patrons as well as outside audiences. A chart is included to show how many times each episode has been downloaded since January 1<sup>st</sup>. A cross-over episode with Meredith Public Library is in the works!

#### Podcast Downloads (From January 1<sup>st</sup> to Present)

Episode	Downloads
1	70
2	592
3	406
4	25

#### Digital Services:

A conversation with S. Jussif was had in regards to the Quarterly maintenance and it was found that the back-up hard drive was not functioning correctly. S. Jussif will be coming to the Library, Monday April 24<sup>th</sup> to replace this technology. The importance of this piece of equipment is that it provides a back-up storage for Library information in the case that the system or iBackup Cloud service were to go down.

#### Maintenance:

One of the Library tables and three chairs have returned from the State Workshop and staff have received a lot of positive feedback about the work done. The other table will be finished in the coming weeks. The painting project by Ogden Construction will begin April 24<sup>th</sup> with staff still working onsite to provide remote services and work on smaller projects as the Library will be closed from April 24<sup>th</sup> to April 30<sup>th</sup>. Library Volunteers and Trustees have helped move books and shelves to prepare for painting.

#### Library Staff:

The Summer Aide position has been posted to several hiring sites, but Librarian A. Guivens has also posted the position on the New Hampshire Library forum (an email chain amongst New Hampshire Libraries) and has sent it to local high schools in order to attract more candidates. One candidate has submitted an application with two others expressing interest. CPR/AED training for the town has been scheduled for May 18<sup>th</sup> in the afternoon. This available for Library Staff and Trustees. A discussion about Sexual Harassment training will take place during the next Joint Loss Management Committee meeting in June in hopes of scheduling this training for Staff and Trustees.

#### Statistics:

Presented in comparison of quarterly statistics from 2019 (pre-COVID) and 2022.



**Physical Circulation**

	<b>April, 2019</b>	<b>April, 2022</b>	<b>April, 2023</b>
<i>Adult Reading</i>	269	283	253
<i>Youth Reading</i>	9	44	71
<i>Audio Books (CD)</i>	53	35	29
<i>DVDs</i>	224	61	43
<i>Interlibrary borrowing</i>	43	16	24
<i>Passes</i>	0	0	0
<b>Total In-Library</b>	598	439	420

**Digital Access Circulation**

	<b>April, 2019</b>	<b>April, 2022</b>	<b>April, 2023</b>
<i>NH Downloadable Books</i>	169	229	202
<i>Hoopla</i>	42	26	28
<i>Kanopy</i>	0	20	52
<b>Total Digital Access</b>	211	275	282

**Grand Total Circulation**

<b>April, 2019</b>	<b>April, 2022</b>	<b>April, 2023</b>
809	714	702

**Unique Users**

	<b>April, 2019</b>	<b>April, 2022</b>	<b>April, 2023</b>
<i>In-Library Active Borrowers</i>	85	62	59
<i>NH Downloadable Books</i>	33	32	36
<i>Hoopla</i>	7	6	10
<i>Kanopy</i>	0	6	2

*Respectfully Submitted,*  
Aisilyn Guivens, Librarian