

**James E. Nichols Memorial Library
Board of Trustees
Meeting Minutes
March 27, 2023**

-Approved 4/24/2023-

Call to Order: Meeting called to order at 10:00 AM by Chair, Ann Xavier. Present: Ann Xavier, Secretary Sandy Frost, Treasurer Karen Ponton, Trustee Stephany Marchut Lavallee, Trustee Emeritus Bette Miller, Trustee Corina Locke, Alternate David Hughes, Librarian Aisilyn Guivens

Approval of Minutes February 27, 2023: Motion by S. Frost, seconded by K. Ponton to approve the Minutes of February 27, 2023 as revised. Passed unanimously.

Chairperson's Report:

Motion by K. Ponton, seconded by A. Xavier that B. Miller serve as secretary pro tempore.
Passed unanimously.

Motion by A. Xavier, seconded by S. Lavallee that K. Ponton be appointed treasurer. Passed unanimously.

Motion by K. Ponton, seconded by S. Lavallee, that A. Xavier be appointed chairperson. Passed unanimously

S. Frost asked to establish Library Trustee meeting date for the coming year. Motion by K. Ponton, seconded by C. Locke that the Board of Trustees continue meeting on the fourth Monday of the month at 10am. Passed unanimously. Dates were established for the rest of 2023 as follows: April 24, May 22, June 26, July 24, August 26, Sept. 25, Oct. 23, Nov. 27, and one week earlier Dec. 18.

S. Frost asked if the Library had a Purchase Policy and was informed that there was no need at the present time.

Interior Painting: Three estimates were received. Two were good and Trustees discussed both. Motion by K. Ponton, seconded by S. Frost to choose Ogden Construction for painting the library for the estimated cost of \$9,143.45, provided that Benjamin Moore paint is used at the cost quoted. Passed with C. Locke abstaining.

The Librarian and Librarian Assistant may make up any lost time because the Library is being painted by boxing books, DVD, books on tape and other shelf materials and moving small pieces of furniture to get ready for the painters.

Motion by K. Ponton, seconded by S. Frost to close the library to the public while the library is being painted. Passed unanimously.

A Xavier will check with Ogden to see if any discounts are available for either Sherwin-Williams paint or Benjamin Moore paint.

Treasurer's Report

Monthly Reports: The Trustees reviewed the monthly financial report for February.

MVSB Bank Statements: Bank statements were passed to each Trustee for their approval by initialing.

There were options presented on how to invest the gift from Nancy Kelly. Trustees decided to have a meeting on May 22, to discuss investment strategies.

Motion by A. Xavier, seconded by S. Lavallee to transfer \$200,000 from the Nancy Kelly gift in the MVSB savings account to a "13-month special CD" at the Bank of NH. Passed unanimously. This will allow the gift to earn 4.17% APY while an investment policy is being developed.

K. Ponton presented information on the new book drop for the Library. Motion by S. Lavallee, seconded by S. Frost to purchase a Kingsley 30S outdoor book return container for \$5,231.00. Passed unanimously

Librarian's Report: Librarian presented her report, see attached.

Museum Passes were discussed. Motion by K. Ponton, seconded by S. Frost to offer a Castle in the Clouds pass again this year and re-evaluate at the end of the season for next year. Passed unanimously.

Librarian proposed a revised Staff schedule.

Motion by K. Ponton, seconded by A. Xavier to approve the staff schedule as presented. Passed unanimously.

Librarian continues to pursue children's and adult authors for book presentations. Past presentations have been well attended.

Librarian is trying to schedule AED-CPR course for staff. Date and time to be determined. Librarian has started to advertise for our 10 hour a week Summer Assistant.

S. Marchut Lavallee asked the Librarian if she had heard anything about book banning, Librarian stated she has not.

Librarian requested 3 day's vacation time. Motion by K. Ponton, seconded by S. Frost to approve the vacation requested by A. Guivens. Passed unanimously.

Circulation is expanding and is at 9,912 at the end of 2022, an increase of 10% since 2021.

Policy Committee Report - Investment Policy - it was decided to have a sub-committee to form an investment policy. They will meet May 22nd.

Building Committee: B. Miller updated the board on the status of the 2 library tables and 3 chairs that have gone to the NH Correctional Facility in Concord for refinishing. They should be ready in 4 to 6 weeks from the drop off on March 3rd. A new electrical outlet was installed in the floor of the adult section by Harvey Electric. D. Hughes asked that covers be installed on outlets not being used.

The trophy animal heads will be picked up and cleaned and conditioned by Scott's Taxidermy in Wolfeboro.

Input - C. Locke gave very positive feedback from mothers of children who attended our last children's author presentation by Bennett Evans. C. Locke discussed trying to form a Mom's Group to meet at the Library once a week. Anyone who volunteers for the Library will need a background check.

S. Frost said Parks & Rec has summer activities at the beach once a week also, story reading and crafts.

Clara Gamboa de Levin said she would like to be an Alternate on our Library Board of Trustees. Motion by K. Ponton, seconded by A. Xavier to recommend that the Board of Selectmen appoint Clara Gamboa de Levin as an alternate for a 1 year term. Passed unanimously. Welcome C. Gamboa de Levin.

RSA 91-A Right to Know: The Trustees reviewed requirements of this law.

Motion by K. Ponton, seconded by S. Frost to adjourn at 11:38am. Passed unanimously.

Bette Miller Pro-tempore
Secretary, Library Board of Trustees
3/30/23

James E. Nichols Memorial Library

February 2023 Treasurer's Report

Expenses	<i>February 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>	\$3,993.60	\$7,239.23	\$55,000.00	\$55,000.00
Furnishings/Equipment	\$0.00	\$11.99	\$1,000.00	\$1,000.00
Repairs/Maintenance <i>(Clean rugs \$285, clock \$120, boiler \$230, mini-split \$165; ST \$800)</i>	\$106.68	\$274.12 \$2,701.00 NF	\$5,500.00	\$19,500.00 (\$14,000 NF)*
Supplies <i>(PO Box \$84)</i>	\$282.40 1,000 Library Cards	\$561.19	\$1,500.00	\$1,500.00
Telephone	\$120.36	\$239.88	\$1,500.00	\$1,500.00
Mileage <i>(IRS \$0.625/mi)</i>	\$0.00	\$20.00	\$500.00	\$500.00
Books & Periodicals <i>(Books, DVDs, Periodicals, Hoopla, Kanopy, Downloadable Books \$726)</i>	\$119.53 Hoopla \$112.53 Kanopy \$7.00	\$266.85	\$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>	\$0.00	\$0.00	\$600.00	\$600.00
Professional Development <i>(NHLTA Membership & Conferences)</i>	\$0.00	\$0.00	\$500.00	\$500.00
Program Projects	\$0.00	\$0.00	\$400.00	\$400.00
Miscellaneous	\$0.00	\$0.00	\$200.00	\$200.00
Computer Maintenance Contract, Software Updates, Licenses	\$795.00 Atrium	\$1,220.00	\$5,000.00	\$6,000.00 (\$1,000 NF)*

(Contract \$1,700, OPAC Snapshot \$395, Atrium ASP \$795, Antivirus \$213, iBackup \$99.50, Domain Registration \$18, WordPress \$96, Canva \$120, Camera Software \$120; ST \$3,436.50)				
Legal & Professional Services	\$0.00	\$0.00	\$1,000.00	\$1,000.00
Total	\$5,417.57	\$12,534.26		\$95,701.00
Nichols Fund*		\$2,701.00		\$15,000.00*
Town Appropriation		\$9,833.26	\$80,701.00	\$80,701.00
Receipts - Miscellaneous				<i>2023 Budget</i>
Copier/FAX Fees	\$0.00	\$0.00		\$200.00
Donations	\$0.00	\$0.00		\$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)	\$32.60 \$8.12	\$85.81		\$250.00
Miscellaneous	\$0.00	\$0.00		\$1.00
Nichols Trust Dividends (2)	\$0.00	\$0.00		\$7,500.00
Total Misc. Receipts	\$40.72	\$85.81		\$8,852.00

Director's Report

February 27th, 2023

Collection Development and Maintenance:

For this month, thirty-four items were added to the collection, consisting of mainly Interlibrary Loan items and Magazines. Librarian A. Guivens and Assistant W. Leathers have begun to weed the DVD, Non-Fiction and Large Print sections, resulting in 273 items being removed from the collection. Volunteers J. Morrill-Winter and S. Thompson have continued sorting through DVDs to assign genre classification as part of the DVD reorganization project; this project is expected to be completed by April. Regarding the Penguin Random House Grant for Small Libraries, we were not selected as a recipient, but will continue to search for other grant opportunities.

Patron Services and Community Development:

Story times have continued with one patron consistently attending. Three author talk events have been scheduled for this year, with hopes that others may follow. Local author Bennett Evans will be presenting a Children's event March 18th at 11 am. Teacher and author Kari Allen will be presenting a Children's event July 11th at 11 am. The final author talk scheduled will be given by Seacoast native Dan Szczesny September 16th at 1 pm and presented for adults. Library staff have received great feedback on the podcast and will be putting out a third episode this week! Staff have also offered a reading program for the month of February as part of Library Lover's Month and is aptly named "For the Love of Reading". Partnering with Bayswater Books and Innisfree Bookshop, \$5 gift cards will be given to participants!

Digital Services:

Library computers have had some issues with freezing and needing to be manually shutdown. S. Jussif has been contacted about this issue and Trustees will be updated upon receipt of information.

Maintenance:

Patrons have continued to complement the floor work and library space in general! A. Guivens and Trustee K. Ponton have looked into options for a new curbside bin as well as a new book drop.

Library Staff:

A. Guivens and W. Leathers continue to provide excellent services to patrons. Volunteers J. Morrill-Winter and S. Thompson have continued to come into the Library for story times and the DVD project.

Statistics: Presented in comparison to statistics from 2019 (pre-COVID) and 2022.

	February, 2019	February, 2022	February, 2023
<i>Adult Reading</i>	370	302	309

<i>Youth Reading</i>	5	42	92
<i>Audio Books (CD)</i>	46	35	27
<i>DVDs</i>	225	126	56
<i>Interlibrary borrowing</i>	24	25	21
<i>Passes</i>	0	0	0
Total In-Library	670	530	505

Digital Access Circulation

	February, 2019	February, 2022	February, 2023
<i>NH Downloadable Books</i>	144	255	210
<i>Hoopla</i>	3	55	58
<i>Kanopy</i>	0	32	0
Total Digital Access	147	342	268

Grand Total Circulation

February, 2019	February, 2022	February, 2023
817	872	773

Unique Users

	February, 2019	February, 2022	February, 2023
<i>In-Library Active Borrowers</i>	133	96	103
<i>NH Downloadable Books</i>	29	37	37
<i>Hoopla</i>	3	14	15
<i>Kanopy</i>	0	4	0

Respectfully Submitted,
Aisilyn Guivens, Librarian