

**James E. Nichols Memorial Library
Board of Trustees
Meeting Minutes
October 24, 2022**

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 Ginny Fisher, Trustee Emeritus Bette Miller, Librarian Aisilyn Guivens, Alternate Trustee Corina Locke.

Approval of Minutes September 26, 2022: A. Xavier motioned to approve minutes as corrected, seconded by G. Fisher. Passed unanimously.

Chairperson's Report

Periodical – “The Week”: A. Xavier commented on an article, “Battling Over Books”, which highlights campaigning to ban books from schools and libraries.

Building Repairs: Code Enforcement Officer, Bill Doucette, will write up a RFP for repair of the basement foundation. Work is being done on the firewall, printer and new security cameras.

Treasurer's Report (Attached September 2022 report)

Trustees reviewed the MVSB Checking Account Statement and the Savings Account Statement.

Trustees of Town Trust Fund: K. Ponton presented a letter written to the Trustees of Town Trust Funds. K. Ponton motioned to request Trustees of the Trust Funds withdraw \$1,224.39 from the James E. Nichols Memorial Library Trust Fund to reimburse the Town for book purchases paid from the Town's General Fund. A. Xavier seconded the motion. All in favor. K. Ponton expressed her gratitude to Robin Woodaman, Town Administrative Assistant, for taking the time to work out how to properly access the James E. Nichols Memorial Library Trust Fund.

James E. Nichols Trust Fund Disbursement: The library received a disbursement for the amount of \$4,549.

Proposed 2023 Library Budget: The trustees discussed the Library proposed 2023 budget, Town appropriation and expenditures. K. Ponton motioned to approve the proposed Town appropriation for \$80,701 for the 2023 Town budget. Motion seconded by S. Marchut Lavallee. All in favor. S. Frost made the recommendation to meet again for wish list expenditures at the November and December library trustee meetings.

Acceptance of Donation: K. Ponton motioned to accept a donation of \$25 from an individual. A. Xavier seconded the motion. All in favor.

Doormat and Runner: Trustees agreed to purchase a doormat and runner for the entrance of the library for \$550 from "American Floor Mats".

Librarian's Report (October Report Attached)

Library Director, A. Guivens presented the October 2022 report to the Board of Trustees. It was noted that she met with Jeff Haines about removing the recycling from the basement and will be sending an electrician to look at the bathroom light sensor.

Expired Library Cards: NH State Library suggested using 14-digit card numbers.

Digital Marketing: A. Guivens and C. Locke will be working on digital marketing for the library. A. Guivens reported the library has the technology to do it. A trial/pilot will be done first.

Halloween: The library will have a Halloween program for the preschool children in the community. The library will stay open until 5:00 PM to coordinate with the Parks & Recreation activities beginning at 5:00 PM.

Refinishing Tables & Chairs: "Hillhurst Fix and Finish" came to look at the library tables and Windsor chairs. An estimate has not yet been received to refinish them.

Policy Committee

It was reported that the Policy Committee is near completion of reviewing and writing the library policies.

Library Privileges Policy: Policies were streamlined to create the "Library Privileges Policy". Trustees discussed a limit on the number of books per patron that can be taken out. It was decided that up to 25 items will be added to the policy. K. Ponton motioned to approve the "Library Privileges Policy" with the addition of up to 25 items per patron. A. Xavier seconded the motion. All in favor.

Gifts and Donations Policy: (Specified by NH Law) S. Frost motioned to approve the "Gifts and Donations Policy", seconded by A. Xavier. All in favor.
C. Locke offered to donate a pop-up tent to the library. A. Guivens recommended that the library accept the donation. K. Ponton motioned to accept the donation of a pop-up tent from C. Locke. Motion was seconded by S. Marchut Lavallee. All in favor.

Deletion of Forms: K. Ponton motioned to delete policies on Automation (2011), Cooperation (2011), and forms for Computer Use Agreement (2009) and Permission for Computer Access by Minors (2009). S. Marchut Lavallee seconded the motion. All in favor.

Building Committee

B. Miller gave an update on restoring the tables and chairs by "Hillhurst Fix and Finish" and the window shades.

Non-Public Session:

At 11:39 AM K. Ponton motioned to go to a non-public session RSA 91-A:3, II(a) to discuss a personnel matter. G. Fisher seconded the motion and the vote was unanimous. Roll Call: A. Xavier – Aye, K. Ponton-Aye, S. Marchut Lavallee – Aye, G. Fisher – Aye, S. Frost – Aye.

At 11:47 AM K. Ponton motioned to end the non-public session. A. Xavier seconded the motion and the vote was unanimous.

Reconvened: At 11:47 AM A. Xavier reconvened the Library Trustees meeting.

There was discussion about recording meeting minutes. It was decided that the minutes shall be written and not recorded as well.

Motion to Adjourn was made by A. Xavier at 11:48 AM, seconded by S. Marchut Lavallee. All in favor.

Respectfully submitted,

Sandy Frost
Secretary, Library Board of Trustees
10/24/2022

September 2022 Treasurer's Report

(10/11/2022)

Expenses	<i>September 2022</i>	<i>2022 YTD</i>	<i>2022 Budget</i>
Gross Salaries	\$5,100.00	\$33,716.00	\$67,000.00
Furnishings/Equipment	\$2,332.00	\$2,332.00	\$1.00
Repairs/Maintenance	\$78.79	\$921.43	\$1,000.00
Supplies & Postage	\$43.62	\$1,120.86	\$2,000.00
Telephone & Modem Rental/IP Address	\$120.98	\$1,068.90	\$1,500.00
Mileage/Travel	\$77.25	\$247.96	\$1.00
Collection Development			\$1.00
Books, Periodicals, DVDs & Streaming (Note: Hoopla & Kanopy capped at 7 views/patron/month)	\$870.92 Hoopla \$117.24 Kanopy \$20.00	\$4,165.27	\$10,000.00
Landscaping			\$1.00
Special Projects from Gifts (SLSC Pass; NH Historical Society & NHPA Memberships)	\$0.00	\$600.00	\$400.00
Professional Development (NH Library Trustees Association: \$30 per Trustee/Librarian)		\$260.00	\$500.00
Program Projects			\$100.00
Miscellaneous	\$32.75	\$99.99	\$100.00
Computer Maintenance, Software Updates, Licenses	\$0.00	\$2,027.48	\$5,946.00
Legal & Professional Services		\$475.00	\$2,000.00
Total	\$8,656.31	\$47,034.89	\$90,550.00
Nichols Fund			\$9,000.00
Town Appropriation			\$81,550.00
Receipts - Miscellaneous			
Copier/FAX Fees	\$37.25	\$196.60	N/A
Donations	\$208.00	\$313.74	N/A
Lost/Damaged Books	\$0.00	\$30.00	N/A
Sale of Books	\$0.00	\$1,078.00	N/A
Interest from Savings Account	\$27.93	\$57.60	N/A
Miscellaneous		\$5.03	N/A
Nichols Trust Dividends	\$4,110.00	\$4,110.00	N/A
Total Misc. Receipts	\$4,383.18	\$5,790.97	N/A
Receipts - NMK Bequest		\$212,471.31	

James E. Nichols Memorial Library

2023 Proposed Budget Worksheet for October 24, 2020 Trustees Meeting

Expenses	2022 Budget	2022 Town Appropriation	2023 Proposed Town Appropriation	2023 Proposed Budget
Gross Wages (1.5 FTE for 10 months & 1.8 FTE for 2 months)	\$67,000.00	\$67,000.00	\$55,000.00	\$55,000.00
Furnishings/ Equipment	\$1.00	\$1.00	\$1,000.00	\$1,000.00
Repairs/ Maintenance	\$1,000.00*	\$1.00	\$5,500.00	\$15,500.00 (\$10,000 NF)*
Supplies	\$2,000.00*	\$1.00	\$1,500.00	\$1,500.00
Telephone	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
Mileage	\$1.00	\$1.00	\$500.00	\$500.00
Collection Development Delete: Already under Books & Periodicals	\$1.00	\$1.00	N/A	N/A
Books & Periodicals	\$10,000.00	\$10,000.00	\$8,000.00	\$8,000.00
Landscaping	\$1.00	\$1.00	\$1.00	\$1.00
Special Projects from Gifts (SLSC & Castle Passes; NH Hist. Society & NHPA Memberships)	\$400.00*	\$1.00	\$600.00	\$600.00
Professional Development (NHLTA Membership)	\$500.00*	\$1.00	\$500.00	\$500.00
Program Projects	\$100.00*	\$1.00	\$400.00	\$400.00
Miscellaneous	\$100.00*	\$1.00	\$200.00	\$200.00
Computer Maint., Software Updates, Licenses (Monthly contract begun 2021)	\$5,946.00 (\$3,906.00 NF)*	\$2,040.00	\$5,000.00	\$5,000.00
Legal & Professional Services	\$2,000.00 (\$1,000.00 NF)*	\$1,000.00	\$1,000.00	\$1,000.00
Total	\$90,550.00			\$90,701.00
Nichols Fund*	\$9,000.00*			\$10,000.00*
Town Appropriation	\$81,550.00	\$81,550.00	\$80,701.00	\$80,701.00 (\$849 less than 2022)

Director's Report

October 24th, 2022

Collection Development and Maintenance:

For this month, ninety items were added to the collection, including over thirty special collections items stored in the Librarian's office. Thirty-three items were weeded, most of which were outdated magazines and Early Reader books that are not on the shelves. Librarian A. Guivens has identified numerous books that have been physically weeded, but still have a digital record. Staff will continue to identify these items and thoroughly check to ensure our physical space reflects our digital catalog. A. Guivens has continued to work through items in the Librarian's office in effort to catalogue and label special collections items.

Patron Services and Community Development:

Story times have continued each week, with only one program being unattended. We have seen a couple more families join us occasionally and continue to express interest. Assistant W. Leathers has focused on promoting select youth items each week, in the library and on social media, as part of our "Book of the Week" to attract more attention for those particular items. Staff have also been working to put together a special Halloween reading program, including live music, story times and trick or treating with the local preschool. Other children are welcome as well. A professor at Plymouth State University has also been contacted in efforts to bring in professional/student presentations to the library in hopes of fostering a collaborative relationship with the local university. Passes to the Squam Lakes Science Center and Castle in the Clouds will not be available after November 1st and October 23rd, respectively.

Digital Services:

Steve Jussif has begun work on installing the SonicWall business firewall remotely and will be in touch with A. Guivens concerning on-site work. S. Jussif will also be looking at the printer in the back room as well as helping to finish the installation of the new camera system. A. Guivens has also inquired S. Jussif about recommendations for a wireless scanner that staff can use for inventory. Lastly, A. Guivens has been in communication with Bobbi Slossar from the State Library about the New Hampshire Downloadable Books and patron use. Patron lists have recently been updated with this service to include only valid library cards as we found that some patrons were using this service without renewing their cards.

Maintenance:

A. Guivens has contacted Jeff Haines about removing the recycling from the basement. This will be done this week (week of October 21st). J. Haines has also been in contact about sending an electrician to look at the bathroom light sensor. This person should be in within the next week or so. A. Guivens will keep the Trustees updated on this matter. Great Northern Cleaning came Tuesday, October 11th, to deep clean the carpets and will be returning Wednesday, October 19th, for a spot cleaning for a couple areas in need of a touch up. Hillhurst Fix and Finish will be coming to the Library to get an estimate on refinishing the meeting tables and twelve Windsor chairs. This project will

take place next fall upon Trustee approval. New Hampshire Wood Flooring will be coming in Wednesday, October 19th, to examine problem spots, particularly by the circulation desk, entrances to the meeting room and stacks, along with the meeting room floor, in order to provide an estimate for expenses.

Library Staff:

A. Guivens will be attending an HR-focused Director's Call with the State Library via Zoom on Thursday, October 20th and will report back at the Trustee meeting. W. Leathers has continued to provide excellent desk coverage. He has looked into options for starting up a Library Podcast, in effort to stand out amongst the community, but also to attract younger patrons who tend to use social media platforms as a main source of communication. Volunteer Sharon Thompson will be out indefinitely due to medical reasons, but will return once recovered. Volunteer Jane Morrill-Winter has continued with story times on Tuesdays and will stay later to help with shelving.

Statistics:

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

Physical Circulation

	October, 2019	October, 2021	October, 2022
<i>Adult Reading</i>	483	445	223
<i>Youth Reading</i>	29	109	121
<i>Audio Books (CD)</i>	50	51	33
<i>DVDs</i>	296	78	21
<i>Interlibrary borrowing</i>	55	15	12
<i>Passes</i>	4	1	2
Total In-Library	917	699	412

Digital Access Circulation

	October, 2019	October, 2021	October, 2022
<i>NH Downloadable Books</i>	148	159	141

<i>Hoopla</i>	24	25	40
<i>Kanopy</i>	0	20	24
Total Digital Access	172	204	205

Grand Total Circulation

October, 2019	October, 2021	October, 2022
1,089	903	617

Unique Users

	October, 2019	October, 2021	October, 2022
<i>In-Library Active Borrowers</i>	177	116	99
<i>NH Downloadable Books</i>	37	32	35
<i>Hoopla</i>	8	9	15
<i>Kanopy</i>	0	4	5

Respectfully Submitted,
Aisilyn Guivens, Librarian

LIBRARY PRIVILEGES POLICY

(Combines *Who May Use the Library & Circulation Policies*)

Statement of Purpose

The purpose of this policy is to execute the wishes of the Library's founder and benefactor, James E. Nichols: To "make this Library open and free to all, not only to the residents of the town of Center Harbor, but equally so to the people and children of the surrounding towns, and that a most earnest and cordial welcome may be extended to the summer cottages and visitors¹." This policy also implements the mission of the James E. Nichols Memorial Library: To provide materials, programs and services to meet the informational, educational, cultural, and recreational needs of Center Harbor, the surrounding community and its guests and visitors.

Policy

Library Card

All Center Harbor residents, property owners, seasonal visitors, and residents of neighboring communities are welcome to apply for a library card by completing and submitting the *Library Card Application Form* to any Library staff member. The *Library Card Application* is available at the Library and online. Upon applying for a library card, individuals shall present proof of identity and current address, such as a driver's license, vehicle registration or utility bill. The Librarian may decline to issue a Library card at his/her discretion. Only registered patrons of the Nichols Memorial Library shall borrow Library materials. For the purpose of this policy, "patrons" is defined as individuals who hold a valid library card with the James E Nichols Library.

Library cards shall expire after five (5) years. Patrons may renew their Library cards by verifying that their information on file is current.

Code of Conduct

All Library patrons, visitors and the general public are expected to comply with the *Library Users/Patrons Code of Conduct Policy*. Use of the Library and/or its services may be suspended or denied by the Librarian or the Board of Trustees for good cause. Such cause includes failure to return books or other materials, damaging materials, or failure to pay penalties.

Patron Privileges

Patrons may:

- Borrow materials from the Library's Collection, including books, audio-books, periodicals, and DVDS
- Borrow materials not available in Library's Collection through the Inter-Library Loan System (ILL)
- Have in-library access to newspapers, reference materials, and items in *Special Collections*
- Access online video streaming services, such as Hoopla and Kanopy

¹ *Dedication of the James E. Nichols Memorial Library*. Bound manuscript, [n/d, ca. 1911]. Nichols Memorial Library, p. 41.

- Access the Library's online catalog
- Access EBSCOhost databases and genealogical databases, such as HeritageQuest and ancestry.com
- Use the public computers; personal computers may be used in the Library
- Access free WiFi
- Copying, printing and FAX services for a fee
- Attend programs and events offered by the Library and other meetings open to the public
- Reserve passes to area attractions

Visitor/General Public Privileges

Persons who do not hold a valid library card with the James E Nichols Library may:

- Use the public computers; personal computers may be used in the Library
- Access free WiFi
- Copying, printing and FAX services for a fee
- Browse the Library's Collection and the Library's online catalog
- In-library access to newspapers, reference materials, and items in *Special Collections*
- Attend programs and events offered by the Library and other meetings open to the public
- Reserve passes to area attractions

Loan Periods

- Books, magazines and audiobooks are loaned for 14 business days, and may be renewed for an additional 14 business days. Further renewals are at the discretion of the Library staff.
- DVDs are loaned for seven (7) business days; DVD renewals are at the discretion of the Library staff.
- The Library reserves the right to limit the number of items a patron may have at a given time. No more than 25 materials may be checked out at one time.
- Materials that have been placed on reserve cannot be renewed.
- Audiobooks and e-books loaned through the NH Downloadable Book Consortium follow the Consortium's rules.
- Due dates and renewals for materials provided through Inter-Library Loan (ILL) are established by the lending library.
- Passes to area attractions are issued according to the conditions established by the attractions.

Newspapers, reference materials, and items in *Special Collections* do not circulate outside the Library.

Reserves

A patron may request to reserve materials currently borrowed by another patron. The first person requesting the reserve is the first person to be notified when the materials become available. Reserve materials must be picked up within three (3) business days of notification. If not picked up after three (3) business days, that person will be moved to the bottom of the reserve list, and the next person will be contacted. If no one has requested the materials, the reserve will be deleted. Notification may be made in person or by email, text or phone, and

will be documented by staff.

Overdue, Lost or Damaged Material

Rather than fine patrons for overdue materials, the Library encourages patrons to contribute to the donation jar at the circulation desk when returning late materials.

Library staff will notify patrons with materials more than 14 calendar days overdue in person or by phone, text or email, and document the notification.

The Library complies with *RSA 202-A:25 Detaining Books*. Library staff shall give written notice, sent by certified mail, to patrons with materials more than 30 calendar days overdue to return the materials. This notice shall include a copy of *RSA 202-A:25 Detaining Books*. Any patron who willfully and knowingly fails to return the overdue materials within 15 calendar days after such notice shall be guilty of a violation and required to pay replacement costs.

In accordance with *RSA 202-A:24 Offenses Against Libraries*, anyone who willfully or maliciously defaces, damages or destroys Library property shall be guilty of a misdemeanor. Such person shall be required to pay three (3) times the amount of the damage sustained and forfeit use of the Library.

Revised & Approved by Board of Trustees 10/24/2022
Approved by Board of Trustees 04/25/2011

GIFTS & DONATIONS POLICY

Statement of Purpose

The James E. Nichols Memorial Library welcomes gifts of money, books and other real property. Such gifts help the Library to achieve its mission and enhance its collection and services. This policy is established in accordance with *NH RSA 202-A:4-c Trustees Authority to Accept and Expend Gifts* and *RSA 202-A:4-d Acceptance of Personal Property Donated to Libraries*.

Policy

The Library through its Board of Trustees may accept or decline any donations or gifts at its discretion. The Library also reserves the right to use the donations or gifts in whatever manner best serves the interests of the Library. If accepted, the gift becomes the property of the Library. All gifts may be utilized, sold or disposed of in the best interests of the Library.

Monetary Donations

Monetary donations are accepted in accordance with *NH RSA 202-A* and State law. Such donations shall be used for the purpose(s) designated by the donor. If the donor has not designated a purpose, the donation shall be considered "unrestricted".

Monetary Endowments

The Library may accept donations to create an endowment fund with specific purposes and uses on a case-by-case basis. The Library Board of Trustees shall develop the terms of the endowment agreement and may collaborate with the donor(s), if applicable.

Donations of Books and Other Materials for the Library Collection

At the discretion of the Librarian, new materials, such as books, audiobooks, DVDs and subscriptions to periodicals, may be accepted as donations for the Library Collection. New materials donated in honor of a friend or relative may be marked with a special bookplate at the request of the donor.

The Library is unable to accept donations of used books or other materials for its Collection. It is suggested that used materials be donated instead to other local libraries, thrift shops or Goodwill, or brought to the "free-cycle" room at the Meredith Solid Waste Facility. The Board of Trustees, at its discretion, may decide to accept donated, used materials that would be sold at the Library's booksales.

Donations of Other Real Property

Gifts of other real property, such as furniture or equipment, strengthen the ability of the Library to offer a positive experience to patrons and visitors. The decision to accept or decline donation of real property shall be made on a case-by-case basis by the Board of Trustees, based upon the recommendation of the Librarian. The decision to accept the gift and continued use of the gift shall be based on the appropriateness of the gift to a library setting, the potential future cost of maintaining the gift, physical constraints of the Library, and other factors particular to the type of gift, as determined by the Board of Trustees.

Acceptance of Donations and Gifts

In accordance with *NH RSA 202*, the Board of Trustees shall hold a public hearing to accept any monetary donation of \$5,000 or more or any gift of personal property valued over \$5,000. Notice of the time, place and subject of such hearing shall be published in a local newspaper, such as the *Laconia Daily Sun* or *The Meredith News* at least seven (7) days before the hearing is held. For monetary donations of less than \$5,000, the Trustees shall post notice of the donations on the agenda for the Board meeting at which the donation shall be discussed.

Disposition of Gifts

The Library reserves the right to use gifts in whatever way best serves the interests of the Library. The Library applies the same criteria for evaluating gift items as it applies to purchased materials. The Library has no responsibility to notify donors of withdrawal or replacement of gifts items.

Tax Implications

Donations and gifts to the Library may be tax-deductible. The Library shall furnish a statement for the donor that documents the donation or gift for tax purposes.

Revised & Approved by Board of Trustees 10/24/2022
Approved by Board of Trustees 04/25/2011