James E. Nichols Memorial Library
Board of Trustees
Meeting Minutes
July 25, 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 Emeritus Bette Miller, Librarian Aisilyn Guivens. Absent with notification Trustee Ginny Fisher.

Approval of Minutes June 27, 2022 motioned by Karen Ponton as corrected, seconded by Ann Xavier. Passed unanimously.

<u>Chairperson's Report</u>

Utilizing Library Money: Trustees discussed the spending/utilization of library money as a group. Karen Ponton indicated that money approved in the budget can be spent and only $9,000 can be spent from the Nichols fund this year.

Roof Repairs: Bill Ready provided a quote on roof repairs. The Town of Center Harbor is hiring him to replace the slate and work will be starting soon.

Long Term Goals: Karen Ponton discussed "Librarian's Suggested Goals". In November, Aisilyn will have her one year evaluation. Ann Xavier motioned to adopt "Librarian Suggested Goals", seconded by Stephanie Marchut Lavallee. (Attached)

Old Ledgers: There are old ledgers in the library basement, which were left by the Historical Society. Ann will talk to the Selectmen's Secretary about storing them in the Brooks House.

<u>Librarian's Report (Attached)</u>

Summer Reading Programs: The Librarian's Report was presented by Aisilyn Guivens. Children and adults are participating in a Summer Reading Challenge.

Library AC: Maintenance on the AC has been canceled and one has been scheduled for next April.

Staff Schedule: A volunteer will be working on Tuesdays during Children's Story Time. Shelving will also be done. Karen Ponton motioned to approve the staff schedule (attached), seconded by Sandy Frost. All in favor, approved. Karen Ponton motioned to appoint Sharon Thompson and Jane Morrill-Winter as library volunteers. Ann Xavier seconded the motion. All in favor,

approved. Karen Ponton motioned to approve a lunch waiver for William Leathers. Stephany Marchut Lavallee seconded the motion. All in favor, approved.

Sonic Wall: Aisilyn Guivens feels it is important and helpful to have printer access. Karen Ponton stated that Steve Jussif said it is not urgent this year. Trustees agreed to hold off for now and contact Lakes Region Computer.

ADELXT Camera Quotes: Discussion was had on a quote for 3 cameras from ADELXT. Karen Ponton reported "Alert Training" was recommended by Mark Chase. Aisilyn Guivens will research other libraries wireless cameras. Ann Xavier suggested Best Buy may have cameras and she will look into them. It was decided there is no need for a video doorbell.

Treasurer's Report
New postage box
Karen Ponton presented the June Treasurer's Report (attached), MVSB Bank Statement, the 2022 Approved Budget and the Treasurer's Report, noting $94 was spent on aand $275 was spend on legal and professional services.

Meredith Village Saving Bank: MVSB recommended opening an "Everday Business Savings Account" which would accrue some (simple) interest, using money from the Business Checking Account. Karen Ponton motioned to authorize the $212,471.31, NMK bequeath, to be transferred from the current MVSB Business Checking Account to a new MVSB Everyday Business Savings Account. Motion seconded by Stephany Marchut Lavallee. All in favor, approved.

Building Committee

Radiator Covers: Bette Miller researched several companies throughout New England for radiator covers for the library. A quote was received from Macey's Metal Fabrication in Hooksett, NH, quoting $1550 each for five units. Karen Ponton motioned to authorize the purchase of five radiator covers from Macy Industries, Inc. at $7,750. Sandy Frost seconded the motion. All in favor, approved.

Shades: Ann Xavier discussed her conversation with Home Comfort. Bette Miller spoke with Rod Ladman of Meredith, who did the shades for the Meredith Library. He will need to measure in order to present a quote. Bette will contact Rod.

Other Business: There was conversation on the book sale. The library received $775 in donations at the July 4th book sale. This will be reported on the next month's Treasurer's Report.

Motion to Adjourn was made by Karen Ponton at 11:53 AM, seconded by Ann Xavier. All in favor.

Respectfully submitted,

Sandy Frost
Secretary, Library Board of Trustees
08/13/2022

Librarian Suggested Goals

1. Complete first 6-month's 3 goals by end of year.

2. Offer at least one (1) event/program for adults by end of year and evaluate how well it engaged this population with our Library.

3. Offer at least one (1) summer reading incentive program for children and evaluate how well it promoted children's reading and their use of our Library.

4. By end of year, determine how well new materials (books, audiobooks & DVDs) purchased and added to the Library Collection in 2022 and 2021 matched the reading interests of our patrons. For example, were any new materials checked out only once or twice or not at all, or how often were items that an individual patron(s) requested be purchased checked out by others, or which authors are most popular with our patrons as shown by how often their new works are checked out. A different way to look at this would be to examine how many of the books and other materials that were weeded from the Collection in 2022 were only very infrequently or never checked out.

5. Propose 3 – 6 goals that our Librarian would like to accomplish in 2023. Submit them to the Board of Trustees for approval no later than their November 2022 meeting.

Director's Report
July 25th, 2022

Collection Development and Maintenance:
Six Magazines have been added along with four Biographies, six Adult Non-Fiction and eleven Adult Fiction items. One audiobook, three DVDs have been added to the collection as well as one Beginner Reader, six Early Readers, three Middle Readers, three Juvenile Non-Fiction, and two Young Adult. One magazine and fourteen Adult Fiction items have been weeded. The Children's section continues to be re-labeled and reclassified. Series within the Adult Fiction are being identified and re-labeled as well. Subscriptions to the Meredith News and Laconia Daily Sun have also been added as resources for patrons.

Patron Services and Community Development:
Partnering with Carol Sullivan of the Energy Committee once again, the Library is participating in No-Plastic July in efforts to reduce plastic waste and educate communities of the harmful effects on the lakes, rivers and oceans. This ties in perfectly with the Oceans of Possibilities theme for summer reading in which registration has begun. Patrons have asked a lot of questions about the Ben and Jerry's Ice Cream Challenge for children. Time logs and activity sheets will be handed out, and upon completion, names will be entered in a raffle for Smitty's Cinema Kids' tickets and popcorn passes. For adults, there is The Edge Handcrafted Boutique Tie-Dyed Sock reading challenge along with a Go Fish! Program designed for adult readers to pick a new book to read out of a "fish bowl". Patrons who do so can have their name entered to win a pass to the Libby Museum that allows free admission for two people. These programs will continue throughout August. All of these prizes have been donated by local organizations!

Digital Services:
A conversation with Steve Jussif about the business firewall has continued. The discussion involved using the business firewall along with our main printer that would allow for patrons to print with ease given that the back room printer has not been functioning. A concern for patron and staff privacy was addressed as this would mean patrons would have access to the internal network. S. Jussif mentioned creating different "layers" for patrons and staff. This includes creating a layer for the staff and a separate layer for patrons, but the patron layer would only allow access to the printer during open hours. The third layer is the outside public layer that allows our Wi-Fi to be used outdoors only during after-hours and does not allow access to the printer.

Cameras have also continued to be a conversation. A Ring Camera was favorable amongst S. Jussif and Trustees. The locations of these cameras have been relayed as well as the purpose of these cameras, the purpose being to record activity without jeopardizing patron privacy while still being able to address concerning activity. S. Jussif and A. Guivens will have a phone call meeting, Thursday July 21st to go over placement and specifics. Findings will be reported at the Trustee Meeting, July 25th, 2022.

Maintenance:
Maintenance has been scheduled for the AC Unit which will take place in October 2022. Maintenance has also been scheduled for April 2023 to ensure that it is working properly for the following summer. The PO Box has been changed as well, with keys being exchanged for the current PO Box. Emergency contacts for Mango Security and the Police Department have also been updated.

Library Staff:
Library Assistant William Leathers continues to work with Librarian Aisilyn Guivens on Collection Development and Maintenance procedures. Summer Aide, Peter Santore, began working June 30th, and has aided in series identification and the digital catalog maintenance. Both have been instrumental in Summer Reading programs, display design, procedure development, and working towards more efficient working methods specifically with Library technology while covering the Circulation Desk during A. Guivens's vacation. Attached to the report is a copy of the staff work schedule. This consists of regular employee schedules that are subject to change per time off requests and/or emergencies.

Two volunteers have had their background checks come back and they are all clear to start. Sharon Thompson and Jane Morrill-Winter will be volunteering to help with shelving and Children's Story Times.

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

Physical Circulation

	July, 2019	**July, 2021**	**July, 2022**
Adult Reading	525	323	362
Youth Reading	91	127	118
Audio Books (CD)	59	44	42
DVDs	275	155	41
Interlibrary borrowing	45	31	12
Passes	10	1	3

Total In-Library	1,005	681	578

Digital Access Circulation

	July, 2019	**July, 2021**	**July, 2022**
NH Downloadable Books	136	77	110
Hoopla	20	23	39
Kanopy	0	57	33
Total Digital Access	156	157	182

Grand Total Circulation

July, 2019	**July, 2021**	**July, 2022**
1,161	838	760

Unique Users

	July, 2019	**July, 2021**	**July, 2022**
In-Library Active Borrowers	203	128	116
NH Downloadable Books	30	23	31
Hoopla	7	5	14

Kanopy	0	3	1

Respectfully Submitted,
Aisilyn Guivens, Librarian

Staff Schedule

*Pay schedule runs Saturday to Friday.

Staff	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	**Hours**
Aisilyn Guivens	9:30-1	X	9:30-4	9:30-4:30	X	9:30-4	9:30-4	**30**
William Leathers	9:30-1	X	OFF	OFF	X	9:30-2:30	9:30-4	**15**
Peter Santore	OFF	X	10-12	OFF	X	10-2	10-2	**10**

ADELXT COMPUTER COMPANY

10 Abbott Street
Derry, NH 03038
Tel: 1-603-434-5311
Cell: 1-603479-5311
stevej@adelxt.com
www.adelxt.com
07/20/22

James E Nichols Memorial Library
35 Plymouth Street
Center Harbor, NH 03226
Director: Aisilyn Guivens

Hi Aisilyn,

Below is a price for purchase, installation and configuration for a business firewall, SonicWALL. I have given quotes for a wireless model as well as a non-wireless model.

The wireless model should cover the Library with the availability for expansion at a later date. It may or may not expand outside the Library as much but further expansion in the future would allow that. The purpose of the wireless model is that it would have the latest Wi-Fi standards while the present one does not.

The wired model would also have the ability of expansion at a later date but you would still be inhibited by the present Wi-Fi standard.

1. SonicWALL Wired - $2,225.00

2. SonicWALL Wireless - $2,625.00

Both models include the following:

- Purchase
- Installation
- Configuration
  - Before Installation
  - During Installation
  - Final configuration for 30 days for fine tuning
- 3 Year warranty on Unit
- 3 Year Gateway License
  - This is the protection software internal to the unit

Note: After 3 years, the warranty and gateway may be renewed for approximately $450.00 per year. Prices may change without notice.

Let me know if you have any questions.

Thank You

Steve Jussif

Adel-Xt Computer Company

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10 Abbott Street
Derry, NH 03038
Tel: 1-603-434-5311
Cell: 1-603479-5311
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07/20/22

I agree to the above quotation and authorize Adel-Xt Computer to invoice the amounts as indicated.

Authorizing representative:

_____

Date: _____

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James E Nichols Memorial Library
35 Plymouth Street
Center Harbor, NH 03226
Director: Aisilyn Guivens

Hi Aisilyn,

Below is a price for purchase, installation and configuration for installing* three cameras at the Library.

1. Video Doorbell IV and Solar Charger
   Cost = $ 270.00

2. Inside Battery Camera (Quantity 2)
   Cost = $ 200.00

3. Charging Station and 2 Quick release battery packs
   Cost = $100.00

4. One year Subscription ~$100-$120

5. Labor to Install, Configure and setup on Computer

   Cost = $830.00 - $1,170.00

Let me know if you have any questions.

Thank You

Steve Jussif

Adel-Xt Computer Company

*As mentioned in our conversation, drilling into stone and/or concrete can be difficult. Every precaution is used but unforeseen existing cracks or crevices may cause some further cracking and are not covered for damages.

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I agree to the above quotation and authorize Adel-Xt Computer to invoice the amounts as indicated.

Authorizing representative:

_____

Date: _____

JUNE 2022 Treasurer's Report

(7/13/2022)

Expenses	*June 2022*	*2022 YTD*	*2022 Budget*
Gross Salaries	$2,760.00	$18,780.00	$67,000.00
Furnishings/Equipment			$1.00
Repairs/Maintenance		$647.64	$1,000.00
Supplies & Postage	$94.00 PO Box Rental & Keys	$460.77	$2,000.00
Telephone & Modem Rental/IP Address	$117.22	$707.42	$1,500.00
Mileage/Travel	$170.71	$170.71	$1.00
Collection Development			$1.00
Books, Periodicals, DVDs & Streaming (Note: Hoopla & Kanopy capped at 7 views/patron/month)	$565.09 Hoopla $85.40 Kanopy $42.00	$1,754.40	$10,000.00
Landscaping			$1.00
Special Projects from Gifts *(SLSC Pass; NH Historical Society & NHPA Memberships)*		$550.00	$400.00
Professional Development *(NH Library Trustees Association: $30 per Trustee/Librarian)*		$260.00	$500.00
Program Projects			$100.00
Miscellaneous		$67.24	$100.00
Computer Maintenance, Software Updates, Licenses		$1,602.48	$5,946.00
Legal & Professional Services	$275.00	$475.00	$2,000.00
Total	$3,982.02	$25,475.66	$90,550.00
Nichols Fund			$9,000.00
Town Appropriation			$81,550.00
Receipts - Miscellaneous			
Copier/FAX Fees	$16.75	$110.10	N/A
Donations	$8.00	$38.24	N/A
Lost/Damaged Books			N/A
Sale of Books			N/A
Miscellaneous		$5.03	
Total Misc. Receipts	$24.75	$153.37	N/A
Receipts - NMK Bequest		$212,471.31	

James E. Nichols Memorial Library

2022 Approved Budget

Expenses	*2022 Budget*	*2022 Town Appropriation*
Gross Salaries	$67,000.00	$67,000.00
Furnishings/Equipment	$1.00	$1.00
Repairs/Maintenance	$1,000.00	$1.00
Supplies	$2,000.00	$1.00
Telephone	$1,500.00	$1,500.00
Travel (58.5¢/mi to7/1/22; then 62.5¢/mi)	$1.00	$1.00
Collection Development	$1.00	$1.00
Books & Periodicals	$10,000.00	$10,000.00
Landscaping	$1.00	$1.00
Special Projects from Gifts *(SLSC Pass; NH Historical Society & NHPA Memberships)*	$400.00	$1.00
Professional Development *(NHLTA Membership & Spring Conference)*	$500.00	$1.00
Program Projects	$100.00	$1.00
Miscellaneous	$100.00	$1.00
Computer Maintenance, Software Updates, Licenses	$5,946.00	$2,040.00
Legal & Professional Services	$2,000.00	$1,000.00
Total	**$90,550.00**	
Nichols Fund	$9,000.00	
Town Appropriation	$81,550.00	$81,550.00