

Minutes dependent on approval of Board of Trustees

James E. Nichols Memorial Library
Board of Trustees Meeting
Date May 21, 2018

Present: Sarah Heath, Jo Morse, Lynn Allen, Bette Miller, Susan Gurney, Shannon Whalen, Jon Kinnaman

Excused: Helen Heiner, Karin Karagozian, Annette Nichols

Appointed: Susan for Helen, Bette for Karin

Call to Order: by Sarah at 5:00pm

Review Previous Minutes: Motion by Bette to accept, 2nd by Susan, motion carried.

Treasurer's Report: One large unexpected \$2,617.50 item went for repairs after the malware attack on the library network system by invasive prowling software; everything else an expected expense. Two deposits of \$140 and \$800, one from library fax and printing fees and one from the sale of items last month, brought the checkbook balance to \$22,716.35. Treasurer's Report motion by Lynn to accept, 2nd by Bette, motion carried.

Librarian's Report: Since the recent malware attack, this month report reflects only that information which has been recovered, probably an undercount; 781 circulation, 41 new items added, 20 PC users, and 7 Wi-Fi users. Jon attended and participated in a panel-styled presentation summit for small libraries last month in Concord.

Unfinished Business: In reference to the roofing tiles, the company has been contacted by Sarah after conferring with town selectmen; looks like we're on the June docket. The railing by the back door has had the broken clasp repaired by Jeff and his crew. And after much cleaning and packing old supplies and old broken furniture in the basement, Jeff removed it all for us, thanks so much. Garden Committee will talk with Stephens Landscaping about some gardening areas which need attention. The Jay Heiner bench will wait till June. Jo said the plants for the library have been ordered and have not come in yet. Windows, floor, and rug upkeep will wait. No new news on the Grant.

New Business: Jon says the fax machine is not working and has Steve working on it. Jon also discussed a change in schedule.

Adjourned at 5:30pm, motion by Bette, 2nd by Susan, motion carried.

Submitted by: Lynn Allen, Secretary

Next Meeting: June 25, 2018