

James E. Nichols Memorial Library Board of Trustees Meeting

Monday, August 28th, 2023

Minutes

- I. **Call to Order:** Meeting called to order at 10: 01 am by A. Xavier.
In attendance: Chairperson Ann Xavier, Treasurer Karen Ponton, Secretary Corina Locke, Trustee Stephany Marchut Lavallee, Trustee Sandy Frost, Trustee Emeritus Bette Miller, Alternate Clara Gamboa de Levin – Not Voting, Alternate David Hughes – Not Voting
- II. **Approval of Minutes:**
 - A. **July 24th** – Corrections sent by K. Ponton
 - B. **Special Meeting of Aug. 2nd** - Corrections sent by K. Ponton
- III. **Order of Agenda and Additional Items:**
 - A. S. Frost suggest a guest speaker/potential author talk guest, Poet, Priscilla Burlingham resident of Moultonborough
- IV. **Chairperson's Report**
 - A. **Selectmen's Meeting:** A. Xavier spoke with the Selectmen about putting in the budget increase of salary for full time librarian in March. Selectmen were informed.
 - B. Search Committee Report:
 - Librarian – interviewed 2 people – 1 potential from this interview
 - Library Assistant – interviewed 1 – waiting to hear back
 - Other – would like to recommend the board interview James Allen
 - C. S. Lavallee Motion to go into a non-public session RSA 91-A: 3 II to talk Personnel Matter at 10:14am. Second by A. Xavier. Role call: A. Xavier – yes, K. Ponton – yes, C. Locke – yes, S. Lavallee – yes, S. Frost – yes. Passed Unanimously. B. Miller, C.de Levin, and D. Hughes were present for the non-public session.
 - Special Meeting potentially scheduled for Wednesday, Aug. 30th @10am or Thursday Aug. 31st or Wednesday, Sept.6th
 - D. C. Locke Motion to get out of non-public session at 10:29am. Second by K. Ponton. Passed unanimously.
 - E. Reschedule Dan Szczesny Author Talk to Spring of 2024.
 - F. Nicci Goott's Author Talk, September 30th at 10am
 - G. Volunteers Reception, September 13th at 6pm RSVP by the Sept. 8th at Poggios Craft Kitchen & Taphouse
 - H. A. Xavier will away on vacation to Colorado Sept. 15th – 20th
- V. **Treasurer's Report:**
 - A. July Monthly Report (attached) & Bank Statements
 - Trustees reviewed the July Report and Bank Statements. D. Hughes questions which expenses are town vs Nichols Funds? K. Ponton answers by pointing out the NF (Nichols Funds) initials to identify different expenses.

- B. Book Sale Receipts – this will show up in the August Monthly Report – \$406 raised from the Two book sales
- C. Other

VI. Librarian's Report - None

VII. Building Committee Report:

- A. Bill Ricciardi & Jeff talking with Miracle Farm about the foundation, which is to be done by Wednesday. Trenching out parts of the outside library to deal with water issue on the foundation.
- B. B. Miller and D. Hughes will be taking 9 chairs to be refurbished. Folding chairs will be used temporarily while the 9 chairs are being refurbished.
- C. A clock similar to the clock we currently have in the library has been offered as a donation. Motion by K. Ponton to accept donation of the clock from a patron. Second by A. Xavier. Passed unanimously.

VIII. Policy Committee Report: Last meeting cancelled. New meeting scheduled in September.

IX. Unfinished/Continue Business - None

X. New Business/Other Business

- A. Future Children Storytime, talk with volunteer(s) to start at 10:30am vs. 10am since that's when the library is opening and will give the Librarian/Assistant Librarian time to prepare.

XI. Adjournment: Motion by A. Xavier, seconded by S. Lavalley to adjourn at 10:55 am. Passed unanimously.

Respectfully submitted,
Corina Locke
Secretary
atts (2)

James E. Nichols Memorial Library

July 2023 Treasurer's Report

Expenses	<i>July 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>	\$4,989.53	\$30,042.55	\$55,000.00	\$55,000.00
Furnishings/Equipment	\$0.00	\$11.99 \$5,231.00 Book Return NF	\$1,000.00	\$1,000.00 (\$5,000 NF)*
Repairs/Maintenance <i>(Clean rugs \$285, clock \$120; ST \$405)</i>	\$0.00	\$3,793.38 \$8,333.22 Painting NF [\$2,701.00 NF2022]	\$5,500.00	\$19,500.00 (\$10,000 NF)*
Supplies	\$0.00	\$1,066.98	\$1,500.00	\$1,500.00
Telephone	\$124.44	\$846.74	\$1,500.00	\$1,500.00
Mileage <i>(IRS \$0.625/mi)</i>	\$0.00	\$417.50	\$500.00	\$500.00
Books & Periodicals <i>(Downloadable Books \$726)</i>	\$730.21 Hoopla \$109.23 Kanopy \$30.00	\$3,479.51	\$8,000.00	\$8,000.00
Landscaping	\$0.00	\$0.00	\$1.00	\$1.00
Special Projects from Gifts/Passes	\$0.00	\$600.00	\$600.00	\$600.00
Professional Development	\$0.00	\$420.00	\$500.00	\$500.00
Programs/Projects	\$0.00	\$107.11	\$400.00	\$400.00
Miscellaneous	\$51.78	\$150.05	\$200.00	\$200.00
Computer Maintenance Contract, Software Updates, Licenses <i>(Contract \$850, OPAC Snapshot \$395, Webroot Antivirus \$213.75, WordPress \$96, Canva \$120, Camera Software \$120; ST \$1,794.75)</i>	\$425.00	\$2,714.75	\$5,000.00	\$5,000.00
Legal & Professional Services	\$0.00	\$0.00	\$1,000.00	\$1,000.00
Total	\$6,320.76	\$59,915.78		\$95,701.00
Nichols Fund*		\$13,564.22 (2023) \$5,231.00 Book Return \$8,333.22 Painting [\$2,701.00 (2022)]		\$15,000.00*
Town Appropriation		\$43,650.56	\$80,701.00	\$80,701.00

Receipts - Miscellaneous				<i>2023 Budget</i>
Copier/FAX Fees	\$63.25	\$218.45		\$200.00
Donations	\$134.78	\$3,624.08		\$300.00
Lost/Damaged Books	\$0.00	\$17.00		\$1.00
Sale of Books	\$137.00	\$137.00		\$600.00
Interest from Savings Accounts (2)	\$0.06 \$1.64	\$156.86		\$250.00
Miscellaneous	\$0.00	\$10.00		\$1.00
Nichols Trust Dividends (2)	\$0.00	\$0.00		\$7,500.00
<i>Total Misc. Receipts</i>	\$336.73	\$4,163.39		\$8,852.00