

**James E. Nichols Memorial Library
Board of Trustees Meeting**

-Approved 8/26/19-

July 22, 2019
Minutes

Call to Order: Meeting called to order at 10:02am. Present: Chairperson Annette Nichols, Susan Gurney, Treasurer Sarah Heath, Bette Miller, Shannon Whalen, Jo Morse (Alternate), Karen Ponton (Alternate); Librarian Jon Kinnaman

- I. **The Story of the Month:** J. Kinnaman reported that a librarian colleague requested the list of books by Stuart Woods he had compiled last February. He decided to circulate the list among the library community and received positive feedback. A. Nichols made the point that these stories help the Trustees remember what our Library is all about.

II. **Ongoing Business**

A. **Review/Approval of Minutes:** Motion by S. Heath, seconded by S. Gurney that: The Minutes of June 24, 2019 be approved as written. Passed unanimously. The Trustees expressed appreciation to Robin Woodaman, Selectmen's administrative assistant, for her suggestions about wording minutes of the non-public sessions. A. Nichols observed that the latest edition of the NHLTA newsletter has an article about public vs. non-public meetings. It was the consensus of the Trustees for the K. Ponton, as secretary, to have access to the Library webpage on the Town website for posting meetings and minutes. A. Nichols will email R. Woodaman.

B. **Treasurer's Report:** S. Heath distributed her Report. Expenses were \$6,647.32, including \$116.50 for printing bookmarks and \$98.72 for library supplies under *Supplies-Office* and \$208.00 under *Supplies-Postage* for the post office box annual fee. After discussion of options, consensus was to continue with the large-size mailbox at the Post Office. The \$265.00 deposit into the MVSB account was for the sale of a set of *Bobbsey Twins* books and a bookcase to Waukegan Antiques. The 2nd QTR income will be reported at the August meeting. Motion by S. Whalen, seconded by B. Miller that: The Treasurer's Report for June be accepted. Passed unanimously.

C. **Librarian's Report:** (See attached). J. Kinnaman presented his Report. Under *Collection Development*, he clarified that "loans" refers to the number of library materials loaned out, not to the number of patrons. When asked about the number of patrons who use Hoopla and NH Downloadable Books; he said that data is only available on Hoopla patrons. A. Nichols suggested that homeschoolers might be an untapped source of new patrons for Library services. J. Kinnaman also reported that some Library data files may have been lost, as they apparently were not backed-up. He will discuss this with Steve Jussiff. A. Nichols directed that he also obtain information on the back-up process and the timeframe for overwriting, and that this item be placed on next month's agenda. The Trustees asked that a sign or something similar be displayed during the *Children's Storytime at the Town Beach* indicating that the activity is sponsored by the Library. This week's story is *Why Mosquitoes Buzz in People's Ears* and the song is *Mosquito Moan*.

D. **Ben & Jerry's Literacy Program:** The Library is participating in this program being offered through Ben & Jerry's at Mill Falls Marketplace to encourage children to read during the summer and earn free ice cream. The staff will keep track of how many bookmarks/coupons are distributed. There was some discussion of promoting this as a fun reading activity for children, and not as required summer reading for school.

E. **July 4th Library Activity:** B. Miller, J. Morse and K. Ponton reported that the July 4th book “sale” of used library books was very well received by the community. \$199.75 was raised in donations and less than 10 books were left over. B. Miller noted at least one donation was \$20.00. Patrons Karlene and Lowell Schwartz also helped out. A. Nichols will send a thank you letter to Mr. and Mrs. Schwartz. Holding a “Summer Clearance Book Sale” during August to further reduce the number of discarded books was briefly discussed. K. Ponton and B. Miller volunteered to organize and run the sale, possibly on August 16th.

F. **Committee Reports**

1. **Bylaws Committee:** The latest draft of proposed amendments to the bylaws, dated “Revised 5/20-21/19,” was reviewed. This draft incorporated changes the Trustees recommended at their May meeting, in addition to language recommended by NHLTA. K. Ponton apologized for any confusion that earlier drafts may have caused. S. Heath made several points, including:

- She would like to know what other libraries are doing with their Bylaws.
- She prefers the Bylaws be written in simple, plain language rather than as presented. For example, she said *Article III, Section 4* is confusing and would be better written as two sentences.
- She does not think the duties of Trustees should be included in the Bylaws.
- She would delete *Article VIII, Section 1* concerning the hiring of the Librarian “for a term of years pursuant to NH RSA 202-A:15” because she understands Library employees to be “at-will.” She noted that because the Library adopted the *Town Personnel Policy Manual*, which states Town employees are “at-will,” our Library employees are also “at-will.”
- She wants to know if other libraries have “at-will” or contract employees.

K. Ponton reminded the Trustees that, as they has requested, she had contacted NHLTA back in March about model or sample bylaws. She reviewed the bylaws from the five (5) libraries that NHLTA sent her, plus those from Meredith and Moultonborough that she found online, in drafting proposed amendments to the Nichols Library bylaws. NHLTA cautioned that bylaws cannot conflict with NH RSAs and recommended that we have the Town Attorney review ours. Also, NHLTA materials state that library employees are not “at-will” employees and RSA 202-A:17 specifies the circumstances under which the Trustees can terminate Library staff. Due to time constraints, no consensus or closure was reached. Discussion to be continued at August meeting.

2. **Landscape Committee:** S. Gurney reported that she contacted the Board of Selectmen to inquire about what landscaping/maintenance services of the Library grounds the Town will be providing through Turn Key Construction, and received permission to speak with Turn Key directly. These services include: urns, border, water, feed, deadhead, mums in Fall, and annual trimming. She noted that the Town will not cover any additional work on the Library gardens if there is any additional cost. She will ask Turn Key about removing the browned branches and bittersweet vine from the spruce tree. Also, she observed that some of the perennials need dividing or to be removed and replaced with different plants.
2. **Building Committee:** The Committee did not meet this morning. A. Nichols will be contacting a roofer about repairing the rear gutters and a carpenter for replacing the wooden storm door.

G. **NH Preservation Alliance Membership:** Motion by B. Miller, seconded by S. Whalen that: The Library become a member of the NH Preservation Alliance at the organization annual fee

of \$40.00 for 2019-2020. Passed unanimously.

III. Non-public Session, If Needed: This will now be a standing agenda item.

IV. New Business: S. Heath gave J. Kinnaman photos of Dave Cutter repairing the Library chimney in 1993.

V. Other Business

1. **Upcoming Staff Evaluations:** According to Library *Policy*, staff evaluations are due in September. The Trustees are responsible for evaluating the Librarian; the Librarian is responsible for evaluating the staff. A. Nichols will meet with S. Heath to review the process. She may then call a special meeting of the Trustees to prepare J. Kinnaman's evaluation, after which the Trustees will meet to discuss it with him.

2. **Library Tour:** Trustees are asked to individually arrange for a tour of the Library.

Adjournment: Motion by S. Gurney, seconded by B. Miller to adjourn at 12:01pm. Passed unanimously.

Respectfully submitted,
Karen Ponton, Secretary pro-tempore
att (1)

Librarian's Report to the Nichols Library Board of Trustees. June-July 2019

Activity Summary: Circulation and visits dipped slightly in June. Only in the last week of the month did visits edge over 1100/week, which used to be normal summer activity.

Activity Summary

June_19	201	201	201	201	201	201	201	201
	2	3	4	5	6	7	8	9

Library Circulation

132	121	126	125	120	117	998	917
2	3	8	5	4	1		

NHDB Circulation

15	70	80	94	98	112	132	139
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Hoopla

							25
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Adj. Monthly
circulation

133	128	134	134	130	128	113	108
7	3	8	9	2	3	0	1

YTD Library
Circulation

533	584	576	592	538	545	454	431
5	3	8	9	7	7	3	5

YTD NHDB
Circulation

66	250	453	611	706	749	712	988
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YTD Hoopla
Circulation

							140
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Adj. YTD circulation

540	609	622	654	609	620	525	544
1	3	1	0	3	6	5	3

Monthly Visits

777	640	630	565	707	490	558	420
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Visits YTD

284	274	250	264	260	211	193	184
5	9	6	6	9	5	6	2

Collection development. Use of juvenile non-fiction has gone up since moving it to the front reading room, with 14 loans in May-June, compared to only 1 loan from January-April. Uses of this collection for the same time period in 2018 (6) and 2017 (1) would seem to confirm this impression. The Library added 66 items in June. Library staff withdrew 8 items.

Patron services. Our participation in the Ben and Jerry's reading promotion is up and running. The library posted notices in the library and local and social media. Karen Ponton placed additional posters in several local businesses. Six kids came to our first summer story time at the Beach. This week's session was canceled to a threat of thunderstorms.

Downloads and Streaming. Since restricting Hoopa borrowing to 4 per month per patron, use appears to be settling to more sustainable levels. TV has shrunk by 66%, from a high of 23 in April to 5 in June. Audio and eBook uses remains steady, at 14 audio and 3 eBooks on average a month. Movie use has ranged from 11 to 1 a month with no pattern to have emerged. NHDB remains on pace to increase over the 700/month plateau from 2016-2018.