

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

-Approved 9/23/19-

August 26, 2019
Minutes

Call to Order: Meeting called to order at 10:14am. 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 talked about his decision to purchase the book *Unfreedom of the Press* by Mark Levin that was requested by a Library patron. Both A. Nichols and S. Heath stressed the importance of freedom to read and respecting different points of view when choosing materials for the Library's collection.

II. **Ongoing Business**

A. **Review/Approval of Minutes:** Motion by S. Heath, seconded by B. Miller that: The Minutes of July 22, 2019 (draft dated July 30, 2019) be approved as written. Passed unanimously.

B. **Treasurer's Report:** S. Heath distributed her Report. Expenses were \$6,429.97, including \$40.00 for NH Preservation Alliance membership under *Special Projects for Gifts*. Deposits into the MVSb account include \$188.00 (\$119.50 from copies and \$68.50 from the donation jar), plus \$199.65 from the July 4th Book Sale. The 2nd QTR income report shows *Miscellaneous* income of \$4,500.00 in NHPA grant monies under *May* and \$265.00 from the sale of a book set and a bookcase under *June*. A generous donation of \$500.00 is in *Gifts* under *August*. J. Morse asked that K. Ponton be recognized for organizing the book sales. Motion by S. Whalen, seconded by S. Gurney that: The Treasurer's Report for July be accepted. Passed unanimously.

C. **Librarian's Report:** A. Nichols directed that J. Kinnaman email his Librarian's Report to the Trustees by the close of the Library on the Friday before each monthly Board meeting. J. Kinnaman presented his Report. (See attached). He requested permission to attend the Young Adult Library Services (YALS) Conference on September 26th in Concord, NH. The registration fee is \$60.00. He was given permission by consensus of the Board. S. Heath suggested the *Voice of Youth Advocates (VOYA) Magazine* as a resource addressing young adult literacy and literature. J. Kinnaman also plans to attend the Scrooge and Marley Coop meeting on September 19th. The Board discussed Steve Jessiff's recommendation to provide monthly server and computer maintenance for \$170.00 per month. Consensus was to consider this recommendation when planning the budget for 2020. To lessen the cost, A. Nichols suggested quarterly maintenance by S. Jessiff and monthly in-house maintenance by the staff according to yet-to-be-determined protocols. S. Heath spoke strongly of having a computer professional conduct all the maintenance, adding that S. Jessiff has extensive experience with libraries. A. Nichols will meet with J. Kinnaman to discuss what the staff currently does, and will talk with S. Jessiff about how other small libraries manage this process. She also directed that computer work always be saved every day and that temporary files be "saved as" with a different file name to help avoid files being overwritten or lost.

D. **August Book Sale:** K. Ponton reported that the August 16th - 17th Clearance Book Sale raised ~\$344.00; coupled with the July 4th sale, a total of ~\$544.00 in donations was received. The August sale drew a large number of people into the Library, especially on Saturday. B. Miller, J. Kinnaman and K. Ponton gave several persons tours of the interior. Books that were left over are in the process of being transported to the Moultonborough Library for their annual book sale. Audio-books were donated to the Forestview Assisted Living Facility in Meredith, NH. J. Kinnaman reported that Forestview sent a very nice “thank you” note to the Library. A. Nichols is sending letters of appreciation to Library patrons Karlene and Lowell Schwartz and Karen Ullman for volunteering to help.

E. **Committee Reports**

1. **Bylaws Committee:** The latest draft of proposed amendments to the bylaws (dated August 7, 2019) was reviewed article by article. After discussion, consensus was for most of the articles to remain as drafted, with the following exceptions:

- Delete from Article VI.3 the phrase “...and shall direct that such monies be paid over by the Town according to a payment schedule agreed to by the Trustees and the Selectmen
- Rework Article VI.4 including deletion of any reference to “fines”
- Add another responsibility to Article VIII.C. for other Librarian duties, as directed by the Board

2. **Landscape Committee:** S. Gurney reported that she plans to work on the beds in September when the weather is cooler. She will email Trustees to ask for their help.

3. **Building Committee:** The Committee met this morning. (Please see Committee minutes). Awaiting estimates for repairing the rear gutters and replacing the wooden rear storm door and the basement exterior door.

III. **Non-public Session:** At 11:39am, motion by A. Nichols, seconded by B. Miller: To go into a non-public session per RSA 91-A:3, II (a) to discuss a personnel matter. Passed unanimously. Roll Call: S. Gurney-yes, S. Heath-yes, B. Miller-yes, A. Nichols-yes, S. Whalen-yes. Alternates J. Morse and K. Ponton were present for the discussion but did not vote. At 11:53am, motion by S. Heath, seconded by B. Miller: To end the non-public session. Passed unanimously.

IV. **Meeting reconvened** by A. Nichols at 11:53am. A. Nichols explained to J. Kinnaman the process for his annual evaluation. Motion by A. Nichols, seconded by S. Heath: To use the NHLTA generic Library Director Evaluation for the Librarian's 2019 evaluation. Passed unanimously. The form is available on nhlta.org. A. Nichols asked that each Trustee complete an evaluation form and bring it to the September meeting. She directed J. Kinnaman to complete the self-evaluation section and return it to her. In addition, A. Nichols asked both the Trustees and the Librarian to think about performance goals for the coming year.

V. **New Business:** S. Heath reported that Selectmen's Administrative Assistant Robin Woodaman contacted her about a concern raised by the Town accountant. The accountant has questions concerning the Town appropriation for the Library and wording in the warrant article related to the trust and other Library funds. A. Nichols will request a meeting with the Selectmen and the accountant to discuss this matter.

VI. Other Business

A. **Librarian's Annual Evaluation:** To be on the agenda for the September meeting as a non-public session.

B. **Possible Local Authors Program:** A. Nichols suggested the Library might offer a program for local authors to present their work. She has a local author in mind and asked J. Kinnaman to explore hosting such a program.

Adjournment: Motion by S. Heath, seconded by B. Miller to adjourn at 12:07pm. Passed unanimously.

Respectfully submitted,
Karen Ponton, Secretary pro-tempore
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Librarian's Report to the Nichols Library Board of Trustees. July-August 2019

Activity Summary: Circulation and visits for July perked up over the previous year. Our year-to-date numbers are also ahead of 2018.

JULY	2012	2013	2014	2015	2016	2017	2018	2019
Library Circulation	1322	1213	1268	1255	1204	1171	998	917
NHDB Circulation	29	86	93	112	79	114	140	142
Hoopla								23
Adj. Monthly circulation	915	1038	1133	1197	1133	1130	793	1032
Circulation YTD								
Library YTD	7028	7772	7399	7623	6853	6936	5723	5588
NHDB YTD	95	336	546	723	785	863	852	1130
HOOPLA YTD								188
Adj. YTD Circulation	4013	4630	4500	4674	4183	4286	3545	6906
Monthly Visits	1266	1227	987	1142	756	1023	640	767
Visits YTD	4111	3976	3493	3788	3365	3138	2576	2609

Story of the Month. To buy or not to buy: Levin, Unfreedom of the Press.

Collection development. We circulated 19 youth non-fiction books, which continues the increased use of this collection since re-locating it to the children's area. The Library added 57 items in in July. Library staff withdrew 8 items.

Patron services. 10 kids came to our final summer story time at the Beach. We gave out B&J coupons to all present. The previous 2 weeks were cancelled to a threat of thunderstorms. In July, we answered 26 reference and 21 reader advisory questions. There were 38 computer desktop users and 50 known Wifi users. We added 13 new patrons in July, 14 in June.

Downloads and Streaming. Hoopa borrowing has been in the mid-20s the last two months. We have 20 unique users. Promotion has been mostly by word of mouth since the opening splash. We have \$122.00 left in our initial buy-in. NHDB remains steady.

System Maintenance. Steve is recommending a monthly server check-up to review Windows updates and alerts, backups and anti-virus software, and other changes as needed. This would 2 hours monthly at \$170 per month.

Regarding backups, the cause of the file loss reported last month was due to it being overwritten by a temp file. This has been corrected and the data was re-entered manually. Steve explained that there was no backup on the server or cloud because data there is periodically overwritten. Steve mentioned a third option, an image backup taken by the server. Steve attempted to create one at the time of the event but was not able to. This is a buggy program which to use would require some troubleshooting. Since the root problem was solved, I am unsure it is worth the expense.