

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

-Approved 3/23/2020-

February 24, 2020

Minutes

Call to Order: Meeting called to order at 10:02am. Present: Chairperson Annette Nichols, Treasurer Sarah Heath, Susan Gurney, Bette Miller, Shannon Whalen, Karen Ponton (Alternate-voting for S. Whalen until 10:10am); Librarian Jon Kinnaman; member of the public: Gail Lacasse, Town resident

- I. **Story of the Month:** J. Kinnaman spoke about a recent, unexpected visit by 5-6 children and Director Laura Curran from the Village Preschool for an impromptu *Children's Storytime*. Afterwards, Director Curran requested that another *Storytime* for the Village Preschool students be planned, one that would feature music.

II. **Ongoing Business**

A. **Review/Approval of Minutes:** Motion by S. Heath, seconded by K. Ponton that:: The Minutes of January 27, 2020 be approved as written. Passed unanimously.

B. **Treasurer's Report:** S. Heath distributed her Report. Expenses for January were \$8,391.60 and include \$205.00 to AdelXT for remote assistance related to the firewall and security for connecting to the State Library system and \$41.00 to troubleshoot recurring delays in receiving emails. After discussing the email delay, A. Nichols suggested that shutting down the entire system (server and workstations) and rebooting it about once a week or so may alleviate the problem. S. Heath plans to speak with Selectmen's Assistant Robin Woodaman after Town Meeting about flagging purchases on the Library credit card to the new chlibttrustee@atlanticbnn.net account. A. Nichols pointed out this is also a way to protect against credit card fraud. K. Ponton asked for information about the \$5,368.98 amount for AdelXT that appears in the Annual Treasurer's Report for the *Town Report*; S. Heath will bring to next meeting. K. Ponton urged restraint with non-urgent expenses before the Library appropriation is voted upon at Town Meeting. Motion by S. Whalen, seconded by B. Miller that: The Treasurer's Report for January be accepted. Passed unanimously.

C. **Librarian's Report:** J. Kinnaman presented his Report. (See attached). He clarified that the amounts under *Spending* for Library materials may not match the Treasurer's figures for 2019, as his spreadsheet gave a running total. He has revised the spreadsheet for 2020. *Spending* adds up to \$11,914.48 in his Report but \$11,844.36 is given as the total materials expenditure for 2019. The Treasurer's Year-end 2019 figure is \$10,729.93. The Trustees asked that J. Kinnaman try to reconcile the approximately \$1,115.00 to \$1,180.00 difference, and stressed the importance of these figures agreeing at year-end. S. Heath offered to help him.

The Trustees discussed where responsibility lies for performing routine building and equipment maintenance. A recent example: the staff did not know how to reset the timer for the outside lights after a power outage so Bob Beem was called in. K. Ponton suggested that staff be responsible for maintenance tasks that any homeowner might do, such as setting timers, changing filters and replacing burnt-out bulbs. For the maintenance of other equipment, such as the boiler, mini-split, and alarm system, the staff would be responsible for contacting the appropriate agency and for documenting when these services have been performed. A. Nichols asked J. Kinnaman to collect any manuals that the Library may have for its equipment into a binder for reference. She also suggested that a calendar for maintenance tasks might be helpful.

A. Nichols asked about the Annual Report for the NH State Library. J. Kinnaman said the Report is completed online and requests information about, for example, circulation data, spending on materials, overall budget, staff salaries and benefits, and computer workstations and their use. The Trustees directed that he attach a copy to his March Report.

A. Nichols asked for information about the ShareIt system, which is operated by the State Library. J.

Kinnaman reported that our Library has to place all the requests for materials; apparently, we opted out of allowing patrons to do this remotely. The Trustees may want to reconsider this decision for the future. The system compiles usage statistics, continually updates any new additions to our Collection, and offers more media. A. Nichols questioned why the staff are continuing with a borrowing log since ShareIt collects this data.

Since attendance has been dwindling, J. Kinnaman reported that the Scrooge & Marley Co-op will consider whether to continue operating at its March meeting.

K. Ponton thanked J. Kinnaman for his work on organizing the local author talks, book chats and children's storytimes. There was some brief discussion about summer programs, including holding the author talks during the week instead of on a Saturday (which is oftentimes the check-in, check-out date for summer rentals), possibly considering a different site than the Library to accommodate a larger attendance, and perhaps having some events on the lawn. J. Kinnaman expects the storytimes at the beach to continue this summer, but has to check with Parks & Rec Director Sandy Frost.

D. Committee Reports

1. **Building Committee:** Minutes from the last meeting are attached. The Committee did not meet today. S. Heath reported that she was finally able to reach Therrien by phone to notify them that their services are not needed. K. Ponton received the names of two (2) copper gutter repair/installation companies from the NH Preservation Alliance. A. Nichols will plan to contact these companies.
2. **Proposed Librarian 2020 Evaluation Form:** S. Gurney reported that she revised her initial draft based upon the Trustees' discussion at their January meeting and then sent out that draft for comment. She received written comments from K. Ponton. S. Heath indicated her continued preference for the form used by the Moultonborough Library. Most agreed that the revised draft is better suited for our Library than the generic form developed by the NH Library Trustees Association. S. Gurney requested that any additional feedback from the Trustees and J. Kinnaman be sent to her by the end of this week. Since she will not be able to attend the next Trustees' meeting, S. Gurney will plan to circulate a "final" draft to the Trustees by March 5.
3. **2020 Library Survey:** K. Ponton agreed to serve as chairperson. She reported that the survey of older adults being conducted by Parks & Rec Director Sandy Frost contains two (2) questions with "Library" listed as a possible response: "What...community activities do you participate in?" and "How do you get information about community services?" J. Kinnaman reported he found about 20 completed surveys, including three (3) submitted online, from the past. Given time constraints, further discussion postponed to next meeting.

- III. New Business – Nominations for Trustee Emeritus:** The Trustees reviewed Article III.F. of the newly revised Bylaws concerning the honorary appointment of Trustee Emeritus. Given their long history of dedicated service as former Library Trustees, motion by S. Heath, seconded by S. Whalen that: Helen Heiner, Jo Morse and Karin Karagozian be appointed Trustee Emeritus. Passed unanimously. K. Ponton will send A. Nichols whatever biographical information she may have.

IV. Other Business:

- A. **Acceptance of Donations per RSA 202-A:** S. Heath voiced strong disagreement with Selectmen's Assistant Robin Woodaman's guidance that the names of donors and the amounts be included in the minutes of meetings where donations are accepted, except if a donor requests to remain anonymous. In that case, R. Woodaman recommended the Trustees have the request in writing and keep it on file. K. Ponton will obtain additional information from NHLA and NHMA for the Trustees' March meeting.
- B. **Nichols Book Chat Cafe:** The first meeting of this book discussion group is scheduled for Wednesday, February 26 at noon.
- C. **NHLTA Spring Conference:** Trustees are encouraged to attend the all-day Conference on Tuesday, May 12 in Concord, NH. The Library will cover the registration fee.
- D. **Other:** The Board thanked G. Lacasse for attending today's meeting and looks forward to her serving in the future as either an elected Trustee or an appointed Alternate.

Adjournment: Motion by S. Heath, seconded by S. Whalen to adjourn at 11:47am. Passed unanimously.

Respectfully submitted,
Karen Ponton, Secretary pro-tempore

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Librarian's Report, February 2020 - Revised

Patron activities and services. An audience of 10 came for author David Connor's talk on Saturday 2/15. We have booked Carl Hansen (Destiny) of Sandwich for March and MJ Pettengill (Etched in Granite) of Sandwich for April. The Nichols Book Café has its first meeting on February 26 to discuss *The Night Circus* by Erin Morganfield. Three patrons borrowed copies with the intent of taking part in the discussion. The next selection will be discussed when we meet. We had a surprise visit by the Village Preschool on 2/11 (6 present); an impromptu story reading was given. Friday story hour has not met the last 3 weeks due to adverse weather. Program to continue into the next quarter. Since joining the NHAIS network, our catalog data is successfully updating on the network and we have sent out 41 loans over 21 days.

Community Development. Survey drafts have been exchanged with board members for discussion. Survey instruments used by other NH libraries have been forwarded, along with information from the ALA and previous surveys at the Nichols Library. The community survey of the aging population developed by CH Parks and Rec was completed in December, but Sandra Frost added a bullet point for library services to one of the questions. We added the Laconia Sun and Granite State News to our press distribution list. We are also posting on the Sun's events calendar.

Collection development. Following is a breakdown of 2019 spending by material type, as requested by K. Ponton at the last meeting:

Material Type	Spending	% of budget spent*
Print & Books	5859.00	55% (approx.)
Audio Books	720.00	7%
DVDs	1894.86	18%
Serials (papers, magazines)	558.88	5%
Online access (Overdrive, Hoopla)	1,117.13	10%
Databases (Genealogy; OPAC snapshot)	580.00	5%

The percentages of materials purchased is consistent with the use patterns reported in the last quarter of 2019. Print books are still our bread and butter. Use of audio CDs has been in decline since players are no longer standard on autos. The demand for DVDs might indicate a need for new titles or potential support for a dedicated video streaming service.

*Note that books and CDs are ordered on the same account, so the % spent on each is an approximation based on the number of items bought. Total spending on books in all formats was \$6579.00 (61%). Total materials expenditure for 2019 was \$10729.93.

61 new titles were added in January: 16 Fiction, 9 NF, 1 CD, 21 DVDs, 5 children's books, 2 middle, 2 teens, 3 undefined. This was an atypical distribution of selections, reflecting a lack of promising adult fiction titles and the release of many in-demand videos.

Maintenance. Last week, the outside lights did not come on at dark. A power outage had disrupted the timers. Bob Beem restored the settings. Should staff be trained to do this??

Library Staff/Professional Development. SAM Coop meets on March 12th. Glenn discovered a good online training site, Florida Library Webinars. We both plan to use the site this year for relevant training. Annual Report to NHSL is in process of being compiled. Due date is 3/16. The librarian surveyed public libraries in NH to see if they were keeping logs separate from the ShareIt system. 95% of respondents are so doing for borrowed items; 75% for loans. Glenn and I are still maintaining the borrowing log; we track loans through Atrium.

Activity Summary, January

Jan-20	2012	2013	2014	2015	2016	2017	2018	2019	2020
Library Circulation	705	880	878	950	711	885	733	627	618
NHDB Circulation	11	27	63	95	144	151	110	139	154
Hoopla									21
Adj. Monthly circulation	716	907	941	1045	855	1036	843	766	793
Monthly Visits	348	446	310	381	349	303	220	226	249

Circulation in January was little changed from 2019, but monthly visits went up a bit, possibly reflecting program offerings. This will be tracked as the years goes on.

Respectfully submitted,
Jon Kinnaman Director

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DVDs	2492.53	20%
Serials (papers, magazines)	552.82	5%
Online access (Overdrive, Hoopla)	1,117.13	10%
Databases (Genealogy; OPAC snapshot)	580.00	5%

The percentages of materials purchased is consistent with the use patterns reported in the last quarter of 2019. Print books are still our bread and butter. Use of audio CDs has been in decline since players are no longer standard on autos. The demand for DVDs might indicate potential support for a video streaming service such as RB Digital. A quote from their area sales representative is pending.

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Jon Kinnaman Director

James E. Nichols Memorial Library

BUILDING COMMITTEE MEETING MINUTES - 1.27.2020

Present – Annette, Sarah, Karen, Bette, Susan and Shannon

Sarah and Annette attended the Center Harbor Budget hearing on Weds., January 22, 2020, and reported that at the meeting the Selectman will ask the voters to put \$5,000 into the existing Town building fund. This fund can help the library pay for library repairs.

Sarah reported she still has not heard from the Therrien's regarding the gutter repairs. Sarah will call and let them know we are no longer looking to them for help.

Annette will contact the company in Hookset and see if they can give us guidance on how to move forward on our gutter choice issue. Karen will contact the State historian for suggestions on what type of gutters will conform to our building.

Don Woods Engineering, from VT, submitted an estimate of \$6,500 for the preliminary design for our drainage. A bid was also received from HEB Engineering Company that Alba recommended, for \$5,000. Annette will talk to both companies so we understand what will be done for each estimate so we can make our decision on which one to hire.

Bette will try to find out about the source of a spring that is supposed to be at/near the top of Coe Hill.