

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

**-Approved as amended 10/18/2021 -**

**August 23, 2021**

Minutes

**Call to Order:** Meeting called to order at 10:00am. Present: Chairperson Annette Nichols, Treasurer Sarah Heath, Bette Miller (until 11:00am), Karen Ponton, Shannon Whalen, A. Xavier (alternate-voting for S. Whalen until 10:04am and for B. Miller after 11:01am); Lois Brady, Interim Director.

- I. **Review/Approval of Minutes:** Motion by A. Xavier, seconded by B. Miller: To approve the minutes of June 28, 2021 as amended. Passed unanimously. Motion by B. Miller, seconded by S. Heath: To approve the minutes of July 26, 2021 as written. Passed unanimously.

II. **Ongoing Business**

A. **Treasurer's Report:** S. Heath distributed her monthly Report. Expenses for July were \$8,110.71. The expense of \$1,177.00 under *Repairs & Maintenance* was for the air purifier and filters. The subgrant check for \$1,120.00 towards the air purifier has not yet been received from the NH State Library. K. Ponton asked about bills from Crane Cleaning & Maintenance; S. Heath reported the Town pays for this service directly so this cost is not included in the Library's expenses. A. Xavier asked about the \$1,577.75 under *Repairs & Maintenance: Computer*; S. Heath said this covered updating the computers earlier this year. There was one (1) deposit into the MVSB checking account last month. Motion by K. Ponton, seconded by B. Miller: To accept a donation of \$300.00 from an individual. Passed unanimously. The names of the donors are kept in a confidential file to protect privacy. Motion by K. Ponton, seconded by S. Whalen: To accept the Treasurer's Report. Passed unanimously.

B. **Report from the Library:** L. Brady presented her Report (attached). L. Brady highlighted the substantial improvements in the children's area implemented by M. Adams. She said she will check on the subgrant check if it is not in today's mail. Remaining subgrant requirements are a final report and an article in the newspaper, which she will do. There was some discussion about the circulation statistics. Library usage continues to increase. S. Whalen noted the heavy increase in children's books of >150% month over month. A. Nichols noted the substantial overall in person circulation increase > 40%. B. Miller and A. Xavier questioned the number of materials that could be borrowed at a time; Library policy is not clear on this. L. Brady clarified that all staff use appropriate discretion when lending out new releases; visitors; and patron history. A. Nichols asked about whether there is a need to open the Library for additional hours; L. Brady said the current staff would not be able to handle more open hours but that she would be considering this for next summer. K. Ponton asked to know the staffing schedule; L. Brady reported she and Margaret Adams work Mondays, Wednesdays and alternate Fridays and Saturdays. K. Ponton asked for a list of handyman tasks mentioned at the last meeting that need to be addressed; L. Brady said these are taken care of as they come up and are included in the Report. The Trustees thanked Jonathan Brady for his volunteer efforts over several months in dealing with many facility issues. B. Miller asked about the light fixtures over the fireplaces; L. Brady said the bulbs were replaced. She added she has begun replacing the compact fluorescent bulbs with LED bulbs. B. Miller offered to sort through any old documents the staff may find when cleaning. She was most concerned about materials, such as building blueprints, that have been stored in the safe. L. Brady also reported that background checks will now be performed on all volunteers, without exception.

**Non-public Session:** At 10:45am, motion by K. Ponton, seconded by B. Miller. To go into a non-public session per RSA 91-A:3, II (c) to discuss a matter which, if discussed in public, would likely affect adversely the reputation of a person. Passed unanimously. Roll Call: S. Heath-yes, B. Miller-yes, A. Nichols-yes, K. Ponton-yes, S. Whalen-yes. A. Xavier and L. Brady were present for the non-public session. After brief discussion, motion by K. Ponton at 10:50am, seconded by B. Miller: To end the non-public session. Passed unanimously.

**Meeting reconvened** by A. Nichols at 10:50am. The consensus of the Trustees was to change the locks on the Library doors, have keys made that cannot be duplicated, and maintain a sign-out sheet/list of who has a key to the Library. A decision about to whom the keys should be issued was deferred to the September Board meeting and will be available for review. S. Heath will ask L. Brady to check if keys to the safe deposit boxes and other locks are among the the many unknown keys found at the Library; otherwise unknown keys may be discarded. The Trustees also discussed who should be contacted in an emergency. The Police Department does not want a key to the building; instead, they requested the names of three (3) people with a key to the building who are to be contacted if the police need emergency access to the Library. A. Nichols, S. Whalen and L. Brady were assigned. S. Heath reported Mango Security Systems, which monitors for high and low water in the basement, first contacts the Fire Department when an alarm goes off. Another contact is needed. A. Nichols will follow-up with the Fire Chief and Mango Security. At 11:01am, B. Miller and L. Brady left the meeting.

#### C. Committee Reports

1. **Building Survey & Design:** Tabled.
2. **Policy Committee:** Tabled.
3. **Librarian Search Update:** A. Nichols shared a draft job posting to use in advertising the Librarian position. No changes or additions were suggested. Job will be posted in *The Meredith News*, *Laconia Daily Sun*, *The Union Leader*, and online library jobs websites, such as that of the NH State Library and other New England state libraries.

#### III. New Business

1. **Temporary Library Help:** Motion by S. Heath, seconded by A. Nichols: That the Board hire [an individual] to work for 8 hours a week on Thursdays from September through December temporarily at \$15.00/hr. After discussion, S. Heath and A. Nichols rescinded the motion. Consensus was to schedule a brief meeting for Monday, August 30<sup>th</sup> at 9:30am to address this matter. The Board would like to see the individual's resume in advance of the meeting.
2. **Hourly Wage:** After discussion, consensus was to keep wages at the current rate.

#### IV. Other Business

- A. **Library Fire Inspection Request:** A. Nichols will request this be done before the end of the year.
- B. **NH Library Trustees Manual:** The updated Manual is available online. K. Ponton, S. Whalen and A. Xavier received hard copies from L. Brady.
- C. **Guest WiFi:** Some Trustees experienced difficulty remaining online using the Library's WiFi during the meeting. A. Nichols will discuss this issue with Steve Jussif at AdelXT.
- C. **Next Monthly Meeting:** Consensus was for the September 27<sup>th</sup> meeting to be two (2) hours in length (from 10am-noon) as it will include preparing the Interim Director's evaluation. Trustees unable to attend are asked to forward comments to A. Nichols in advance of the meeting. A. Nichols also recommended that the monthly meetings be held in the Cary Mead Room. Due to time constraints, discussion of the possible need to extend the time at monthly meetings or for additional meetings postponed to September 27<sup>th</sup>.

**Adjournment:** Motion by S. Heath, seconded by K. Ponton to adjourn at 11:42am. Passed unanimously.

Respectfully submitted,  
Karen Ponton, Secretary  
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# **Director's Report for August 23, 2021 Trustee Meeting**

## **Summer Programming**

The "Go for the Gold! Summer Reading Challenge" was a success. This short, 2-week program, resulted in 25 returned reading logs: 6 from children/teens and 19 from adults. To the delight of more than a few winners, medals were awarded with ceremony and music. Anyone who handed in a reading log received a coupon for a free ice cream from Dewey's, a coupon for a free pair of tie-dye socks from The Edge, and were entered into a raffle for gift certificates to Bayswater Book Co. and Yikes! American Craft Gallery. People rated their reads and offered excellent and honest reviews of what they read, which has helped us to recommend other books to them and know who to recommend their books to. We are thankful for our above-mentioned sponsors who have been recognized in press releases, signage, and word-of-mouth over the past four weeks.

Margaret is providing story times during these summer weeks. Three enthusiastic and dedicated children have been attending. We have had a good number of visitors sitting in the childrens area reading to their young ones. Margaret continues to keep this area fresh and inviting, offering suggestions and directing readers to appropriate titles.

## **Library Collection and Service**

Altrusa of Meredith has found volunteers to do once-per-month home delivery for our patrons. We have successfully started one patron on home delivery and are able to begin advertising and offering this service with some confidence.

Altrusa of Meredith dropped off Emergency Medical Information magnets for local residents. Lori Raymond, a Medicare counselor, dropped off 2021 Medicare Handbooks and information for local residents.

Several weeding projects have created space to shelve some collections together, where before these collections "jogged" on and off extra shelves where items were ignored and had very low or no circulation. Adult fiction can be found on the main stacks; paperbacks are all on one spinner; audiobooks are all together in the meeting room. The newest items remain in the front of the building.

New magazines have been added and are circulating. More titles will be added based on requests and current magazine borrower preferences.

Seasonal patrons have been stopping in or calling as they leave for their winter homes. Many have gone out of their way to share how thankful they were for the selection, availability, and service we provided over the summer. Being a small library has some big perks, such as personal service, less competition for popular titles, and staff that can keep the popular titles coming back in a timely manner. The feedback we receive is encouraging—we are making the most of what we have.

## **Changes in the Building**

The Meeting Room was made more accessible with a small rearrangement of shelves and the removal of unused equipment and cabinets. Closets in the Meeting Room and in the office were cleaned out, vacuumed, and wiped down.

Crane Cleaning Service is cleaning two times a week as of July 24. Dave Crane washed the windows which were last done in 2017.

The screen doors that could not be used for safety reasons were removed and carefully stored in the basement.

The window fell out of the back storm door; it was fixed with stronger clips. The latch was fixed so we can latch the door closed.

Light fixtures over fireplaces are in working order again.

Jeff Haines and crew visited for a second time this summer to remove a large amount of cardboard and other waste.

**Statistics:**

	Jan	Feb	Mar	Apr	May	Jun	Jul
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**Physical Circulation**

Adult Reading	142	128	113	98	171	365	469
Youth Reading	6	6	2	6	12	73	184
Audio Books (CD)	27	22	19	30	29	55	61
DVDs	26	20	23	21	77	150	204
Interlibrary borrowing	4	18	20	3	5	31	36
Passes							2
<b>Total In-Library</b>	<b>205</b>	<b>194</b>	<b>177</b>	<b>158</b>	<b>294</b>	<b>674</b>	<b>956</b>

**Digital Access Circulation**

NH Downloadable Books	196	187	215	197	198	133	123
Hoopla	48	52	37	48	46	33	40
Kanopy	34	12	22	33	14	13	14
<b>Total Digital Access</b>	<b>278</b>	<b>251</b>	<b>274</b>	<b>278</b>	<b>258</b>	<b>179</b>	<b>177</b>

<b>Grand Total Circulation</b>	<b>483</b>	<b>445</b>	<b>451</b>	<b>436</b>	<b>552</b>	<b>853</b>	<b>1133</b>
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**Unique Users**

	Jan	Feb	Mar	Apr	May	Jun	Jul
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In-Library Active Borrowers	27	25	31	30	50	93	117
NH Downloadable Books	34	29	29	30	28	29	26
Hoopla	10	8	9	10	14	13	8
Kanopy	6	3	4	5	2	2	3

Respectfully submitted,

Lois Brady  
Interim Director  
August 20, 2021