

Town of Center Harbor
Nichols Memorial Library Trustee Meeting

-Approved 12/27/21-

Minutes - November 23, 2021

Call to Order: Meeting called to order at 10:11 am. In attendance: Trustees Ann Xavier, Sandy Frost, Stephany Marchut Lavallee (by speakerphone), Karen Ponton; Bette Miller (non-voting); Absent: Ginny Fisher

1. Motion by K. Ponton, seconded by A. Xavier, to approve the minutes of October 5th and November 1st as written. Passed with S. Frost abstaining.
2. Motion by A. Xavier, seconded by K. Ponton, to approve the minutes of November 12th, 13th and 16th as written. Passed unanimously.
3. Trustees requested that the staff make available hard copies of all materials pertinent to each Board meeting at or before the meeting, for example, the agenda, draft minutes, reports, etc.
4. Chairperson A. Xavier gave a brief report of her meeting with the Board of Selectmen on November 17th. K. Ponton and B. Miller also attended. In particular, she highlighted ongoing Library building issues. A. Xavier reported on her previous meeting onsite with a representative from Viking Roofing. He noted some slate tiles are missing and may be causing the roof to leak. Also, the gutter over the rear door was installed incorrectly. An estimate for the repairs is pending. K. Ponton presented the proposed Library budget for 2022 to the Selectmen for their review and inclusion in the Town warrants.
5. Treasurer's Report: Treasurer K. Ponton gave her Report (see attached). The Trustees looked over and initialed the MSVB statement for the Nichols Fund dated October 29, 2021. There was one withdrawal of \$1,120.00 (check #124 written by the previous Treasurer) to reimburse the Town for the ARPA subgrant for the air purifier. Balance is \$47,741.74. Next month's statement will show a cash deposit of \$379.00 on November 15th, which includes \$31.00 for copies and Fax, \$24.00 from donation jar, and \$324.00 "petty" cash. The Trustees reviewed expenses for October totaling \$6,500.17. They also reviewed YTD expenses of \$52,453.13, noting that line items for *Furnishings/ Equipment, Repairs/Maintenance* and *Computer Maintenance* are over the budgeted amounts, mostly due to unexpected computer issues earlier in the year.
6. A. Xavier informed the Board that Aisilyn Guivens accepted the position of Librarian/ Library Director and will start December 6th; the specific days and times that she will be working will be discussed with her once she starts. Temporary staff (L. Hough and K. Wonders) will continue to help cover open hours through December. The Library is

currently open Monday and Tuesday 10am to 6pm and Thursdays 9am to 1pm. It will be closed per policy on Thanksgiving, November 25th and the Friday after.

7. 11:07 am – K. Ponton moved to go into a non-public session per RSA 91-A:3, II (a) to discuss a personnel matter, seconded by A. Xavier. Roll call vote: S. Frost – yes, S. Lavallee – yes, K. Ponton - yes, and A. Xavier - yes. The employment agreement for the Librarian/Library Director is under legal review. At 11:13am, K. Ponton moved to close the non-public session, seconded by S. Frost. Passed unanimously.
8. Meeting reconvened at 11:13am by A. Xavier. The Trustees were reminded of their role as the employer and importance of consistent communication between the Board as a whole and the staff (the employees). As chairperson, A. Xavier is the Trustee designated to speak with staff about operational and personnel matters.
9. A. Xavier informed the Board that some books were discovered missing yesterday from the Library and that the police have been notified. She added that the two (2) master keys and key #18 to the building are unaccounted. Locks were re-keyed yesterday and A. Xavier assigned and distributed new keys to authorized staff and Town personnel. K. Ponton reported S. Jussif of Adel-XT was able to remotely turn off the private WiFi as a security measure until the password is changed. Other passwords have been or are in the process of being changed.
10. Consensus was to ask S. Jussif to reinstall the public wireless printer/copier/Fax machine when he is next in the area or provide an estimate to repair it, if needed. The machine was purchased new in 2019 and has rarely been used.
11. Building Committee: B. Miller reported that A. Nichols said the jump drive with the drone footage of the roof is somewhere in the Library, but B. Miller has not been able to find it. She did find a jump drive with aerial photos of the roof that have already been posted on the website, and will try to download the photos from WordPress.
12. Policy Committee: S. Lavallee offered to serve on the Policy Committee with K. Ponton. Several policies that were previously postponed for discussion will be on the agenda for Board review at the December meeting.
13. A. Xavier will start drafting the Annual Report and will be asking the Trustees for review and comment. The Report is due in January.
14. The Trustees discussed a request from the Granite United Way to place a Little Free Library in Center Harbor. This project is being funded by the Meredith Rotary. The Board was in full support of having a Little Free Library in our town, and at S. Frost's suggestion, recommended that it be placed at the Town playground. A. Xavier will forward this information to the Selectmen.
15. The Trustees expressed their appreciation to Parks and Recreation Director S. Frost for the Christmas wreaths she obtained for the front doors of the Library.

16. The Trustees are invited to the Volunteer Appreciation Celebration hosted by the Selectmen on Wednesday December 15th at 5pm at Osteria Poggio.

17. Next meeting of the Library Trustees is Monday, December 27th at 10:00 am in the Library.

18. A. Xavier wished the Trustees "Happy Holidays!"

At 11:35am, K. Ponton moved to adjourn, seconded by A. Xavier. Passed unanimously.

Respectfully submitted,

K. Ponton, Secretary pro-tempore

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James E. Nichols Memorial Library

***Treasurer's Report
October 2021***

	<i>October 2021</i>	<i>2021 YTD</i>	<i>2021 Budget</i>
Gross Salaries	\$4,718.75	\$29,565.90	\$50,250.00
Health Insurance	Town		
Worker's Comp/ Unemployment	Town		
Fuel	Town		
Furnishings/Equipment		\$1,177.00 <i>(Air purifier)</i>	\$500.00
Repairs/Maintenance		\$3,140.93 <i>(\$219.00 Locks, \$598.21 Benchs, \$174.37 BR Lite, \$159.90 Minisplit Svc, \$220.45 Boiler Svc, \$149.00 Zoom, \$1,428.74 AdelXT)</i>	\$2,500.00
Supplies	\$64.12	\$2,550.91 <i>(\$212.00 PO Box)</i>	\$2,500.00
Cleaning	Town		
Electricity	Town		
Telephone	\$121.96	\$1,236.98	\$1,500.00
Travel			\$200.00
Collection Development			\$1.00
Books & Periodicals	\$1,197.92 <i>(\$76.00 Kanopy & \$143.58 Hoopla)</i>	\$11,042.29	\$12,000.00
Landscaping	Town		

Special Projects from Gifts <i>(Squam Lakes Science Center Pass; NH Historical Society & NHPA Memberships)</i>		\$400.00	\$100.00
Professional Development <i>(NH Library Trustees Association Membership)</i>		\$210.00	\$500.00
Program Projects	\$56.37 <i>(Supplies)</i>	\$56.37	\$100.00
Miscellaneous	\$171.05 <i>(Ads)</i>	\$388.00 <i>(Ads)</i>	\$100.00
Computer Maintenance, Software Updates, Licenses	\$170.00 <i>(Monthly fee)</i>	\$2,684.75	\$2,000.00
Legal & Professional Services			\$1.00
Total	\$6,500.17	\$52,453.13	\$72,377.00
Nichols Fund			\$6,201.00
Town Appropriation			\$66,176.00