

*These Minutes Are Subject to the Approval of the Trustees*

**James E. Nichols Memorial Library  
Trustee Meeting  
May 23, 2011 at 5 PM**

**Present:** Trustees Helen Heiner, President, Karin Karagozian, Jo Morse, Librarian Jon Kinnaman, Treasurer Sarah Heath, and Alternate Trustee Kevin Desmond

**Excused:** Chuck DiCecca and Jessie Foley

**Minutes of Meeting April 26, 2011**

Steve put in new desk top security and antivirus programs. Add Jessie Foley to excused. Karin m; Jo s/unan passed

**Treasurer's Report**

Treasury Report accepted.

\$1856 for Rowan Elec. for electric strips. Prof. Dev. and Training are Trustees fees to the State and for Jon's fees for attending. Jo sent the Rowan bill to the Merideth Rotary, hoping for reimbursement.

**Librarian's Report**

Activity in April less than last year; April was slow because of closing for the bathroom work..

Good comments about the bathroom, computer desk placement. Bathroom radiator will be covered, and hopeful the extra door in the basement will fit—it is varnished, not painted. Also need to rehang the mirror.

**Old Business**

Electric outlets—The ones on the tables are in place.

We've done everything we really need to do in the basement. We haven't encapsulated the heating pipes or enclosed the furnace because it is not a public space.

Code Violations: electric wires are hanging; ask Ken Balance to come again and see what still needs to be done. Do we still need to re-circulate the air? We have installed the fire extinguishers.

Old safe—want to know if water is in it, what shape it is in. When Historic Society next comes, we should look at it. Seth Stearns has the key.

There's a large and heavy platform which should be moved behind the safe. It is used to store boxes from book deliveries and keep them dry until ready for disposal.

**New Business**

Right to Know Meeting is tomorrow night.

Work on Morrill Park—Helen is on the Committee and asked Karin to help her plan the plantings. Helen can't do the upkeep or maintenance of the park.

Could Center Harbor get money for plantings from Bear Camp Valley Garden Club? Jo to ask the Club. They give money to Sandwich, Moultonborough, Tamworth and Chocorua.

**Policy Committee**

Sarah handed out corrected copies of sheets: Library Volunteer Policy ok'd; Meeting Room Policy and Room

Use Form OK'd; Interlibrary Loan and Borrowing Policies OK'd with the inclusion of the form; Lending Policies (deleted "Patrons will return....to the borrowing library...") OK'd; Internet Access Policies OK'd; Wireless Internet Policy OK'd; Reference Services Policy OK'd; Cooperation Policy (change 1 sentence: "NHAIS will add materials to the State Library Union catalog") OK'd. Jo Moved we accept the Policy materials as corrected. Kar seconded. All VOTED Yes, passed unan.

**Motion to adjourn** at 6:24 pm by Kevin; Seconded by Karin; Unan. Passed. Next Meeting June 27

Submitted by,

Jo Morse for Chuck DiCecca, Secretary