

**James E. Nichols Memorial Library
Board of Trustees
Meeting Minutes
December 12, 2022**

Call to Order: Meeting called to order at 10:00 AM by Chair, Ann Xavier. Present: Ann Xavier, Secretary Sandy Frost, Treasurer Karen Ponton, Trustee Stephany Marchut Lavallee, Librarian Aisilyn Guivens, Alternate Trustee Corina Locke, proposed Alternate Trustee David Hughes. Absent with notification Trustee Ginny Fisher, Trustee Emeritus Bette Miller.

Approval of Minutes November 14, 2022: A. Xavier motioned to approve minutes, seconded by S. Marchut Lavallee. Passed unanimously.

Additional Business: Trustee meeting schedule will be added at end of meeting.

Chairperson's Report

Zoom Meeting: A. Xavier and A. Guivens attended a Zoom meeting "Board Chair and Chief Executive Responsibilities". Worksheets and materials were distributed. A. Xavier asked Trustees to read through the materials on their own.

Interior Painting: There have not been any other estimates. Trustees discussed other potential painter possibilities.

Radiator Covers: Discussed at another time

Guest Speaker Karel Hayes: There were few in attendance at the November 21 author talk. The December 10 Holiday Kid's event was successful and well attended.

Outside Drainage: No bids have been received yet for digging a drainage trench.

Floors: The floors will be refinished the last week in December and the library will be closed December 26 through January 2. Wifi and all systems will be shut down as well.

Suggested Librarian Goals 2023: A. Xavier indicated that the goals seem appropriate. Discussion was had on managing the DVD collection. K. Ponton motioned to approve the "Suggested Librarian Goals 2023" as written, seconded by A. Xavier. All in favor. (Goals Attached)

Treasurer's Report: (November attached)

Monthly Financial Report & Bank Statements: Trustees reviewed the MVSB statements for checking and savings accounts and the 2023 Proposed Receipts. Treasurer K. Ponton reported that things are in very good shape financially.

Acceptance of Donation: K. Ponton motioned to accept a donation of \$67.01 from the donation jar. A. Xavier seconded the motion. All in favor.

Librarian's Report (November Report Attached)

Grant: Library Director, A. Guivens reported on a grant with Penguin Random House.

Podcast: There was discussion on a podcast pilot done by Aisilyn and William. Aisilyn indicated that a link will be included on the website for the podcast.

Library Website: centerharborlibrary.org
A. Guivens and C. Locke have been working on updating this website.

Policy Committee

ADA Requirement to Provide "Alternate Manner" Services Policy: K. Ponton reported that Primex reviewed this policy. K. Ponton motioned to approve the ADA Requirement to Provide "Alternate Manner" Services Policy, seconded by S. Marchut Lavallee. All in favor.

Building Committee (no report)

Additional Business:

Trustee Scheduled Meetings: S. Frost requested dates be set for upcoming 2023 Trustee meetings. A. Xavier set the dates for January 23, February 27 and March 27, 2023. The remainder of the year will be set after the March Town Meeting. S. Frost asked that the meeting dates not be changed, respecting the busy schedules of all the Trustees.

New Business:

Books have been removed from the Little Free Library at the Center Harbor Town Beach until April.

K. Ponton motioned to recommend to the Board of Selectmen that David Hughes be appointed as an Alternate Trustee, seconded by S. Marchut Lavallee. All in favor.

Motion to Adjourn was made by K. Ponton at 11:11 AM, seconded by S. Marchut Lavallee. All in favor.

Respectfully submitted,

Sandy Frost
Secretary, Library Board of Trustees
12/16/2022

November 2022 Treasurer's Report

(12/06/2022)

Expenses	<i>November 2022</i>	<i>2022 YTD</i>	<i>2022 Budget</i>
Gross Salaries	\$3,840.00	\$41,396.00	\$67,000.00
Furnishings/Equipment	\$1,535.83	\$11,367.83	\$1.00
Repairs/Maintenance	\$0.00	\$1,206.43	\$1,000.00
Supplies & Postage	\$162.85	\$1,542.86	\$2,000.00
Telephone & Modem Rental/ IP Address	\$15.00	\$1,203.74	\$1,500.00
Mileage	\$23.38	\$296.84	\$1.00
Collection Development			\$1.00
Books, Periodicals, DVDs & Streaming (Note: Hoopla & Kanopy capped at 7 views/patron/month)	\$999.94 Hoopla \$106.01 Kanopy \$52.00	\$6,576.74	\$10,000.00
Landscaping			\$1.00
Special Projects from Gifts (SLSC Pass; NH Historical Society & NHPA Memberships)	\$0.00	\$600.00	\$400.00
Professional Development (NH Library Trustees Association: \$30 per Trustee/Librarian)	\$30.00	\$290.00	\$500.00
Program Projects	\$24.08	\$39.14	\$100.00
Miscellaneous	\$6.06	\$106.05	\$100.00
Computer Maintenance, Software Updates, Licenses	\$491.00	\$5,653.48	\$5,946.00
Legal & Professional Services	\$0.00	\$475.00	\$2,000.00
Total	\$7,128.14	\$70,754.11	\$90,550.00
Nichols Fund			\$9,000.00
Town Appropriation			\$81,550.00
Receipts - Miscellaneous			
Copier/FAX Fees	\$14.50	\$229.10	N/A
Donations	\$0.00	\$348.74	N/A
Lost/Damaged Books	\$0.00	\$30.00	N/A
Sale of Books	\$0.00	\$1,078.00	N/A
Interest from Savings Accounts	\$34.32 \$4.93	\$122.16	N/A
Miscellaneous	\$0.00	\$5.03	N/A
Nichols Trust Dividends (2)	\$0.00	\$8,659.00	N/A
Total Misc. Receipts	\$53.75	\$10,472.03	N/A
Receipts - NMK Bequest		\$212,471.31	

James E. Nichols Memorial Library

2023 Proposed Receipts

Receipts - Miscellaneous	YTD November 2022	2023 Proposed Receipts
Copier/FAX Fees	\$175.49	\$200.00
Donations	\$304.99	\$300.00
Lost/Damaged Books	\$30.00	\$1.00
Sale of Books	\$1,078.00	\$600.00
Interest from Savings Account	\$112.16	\$250.00
Miscellaneous	\$5.03	\$1.00
Nichols Trust Dividends (2)	\$8,659.00	\$8,000.00
Total Misc. Receipts	\$10,364.67	\$9,352.00

Director's Report November 14th, 2022

Collection Development and Maintenance:

A book order for November has been placed and items will be arriving shortly.

Patron Services and Community Development:

Story times have continued each week with more patrons expressing interest. A Halloween program was held in conjunction with the local preschool. Approximately 38 people were in attendance and enjoyed a story time and Halloween music outside. Staff are working on creating another time for story times as well as scheduling another Author Talk event. Squam Lakes Science Center and Castle in the Clouds seasons have ended, therefore passes will not be given out until next season.

Digital Services:

The SonicWall firewall was installed and has been working great. Steve Jussif was able to identify and fix the source of issues with the meeting room printer. S. Jussif also worked with Librarian Aisilyn Guivens to attempt an installation of the Blink cameras, but found it is not compatible with the Library's technology. Ring cameras have been purchased instead and will be arriving shortly. A new handheld scanner has also been researched in hopes of purchasing for the Librarian's Office. S. Jussif has also been consulted on updating to a wireless internet with a new switch and access point (see attached quote).

Maintenance:

Recycling from the basement has been removed. The outside water spigot has been turned off and the thermostat has been reset. The bathroom light sensor has not been checked by an electrician.

Library Staff:

A. Guivens and A. Xavier have attended the first of two conferences for a Director/Chair meeting hosted by the State Library and will be attending the second meeting on November 17th. Library Assistant William Leathers has enrolled in a Master's of Library Science program at San Jose State University and will be attending remotely.

Respectfully Submitted,
Aisilyn Guivens, Librarian

ADA Requirement to Provide "Alternate Manner" Services Policy

Statement of Purpose

The James E. Nichols is an historic 1910 masonry building that is listed on the Federal Register of Historic Places. Because buildings of this period were not designed to meet current accessibility codes and standards, the Library does not have an accessible entrance. After consulting with an architect who specialized in historic buildings, providing an accessible entrance was determined to be cost-prohibitive and would compromise the historical and architectural integrity of the building's exterior. The purpose of this policy is to comply with the *Americans with Disabilities Act (ADA)* by specifying how the Library will provide access to services and programs in an "alternate manner".

Policy

The James E Nichols Memorial Library will make every reasonable accommodation to ensure that persons with physical disabilities who cannot access the Library will enjoy the same Library services and programs as are enjoyed by those who can access the building.

Persons with disabilities who cannot physically access the Library may request its services and programs be provided in an "alternate manner" by contacting the Librarian by phone at 603-253-6950 or email at centerharborlibrary@gmail.com. Library staff shall respond to an "alternate manner" request for services within one (1) business day by phone or email, and document each request and how it was resolved. Staff shall be available by phone and email to take book requests, place items on reserve, and answer reference questions. Persons who cannot physically access the Library may use the online catalog to "browse the stacks". Curbside service shall be available for pick up and return of requested books, DVDs, periodicals and other materials. The staff can also arrange for home delivery and return through Altrusa-Meredith or by mail. Library programs, activities and events planned to be held in the building may be moved to an accessible location, such as the Town Hall or Library grounds, if requested within a reasonable time beforehand. Public computers are available for no charge at two (2) nearby libraries: the Meredith Public Library and the Moultonborough Public Library, both of which are fully accessible.

The Library Board of Trustees shall periodically review accessibility in terms of viable options for a possible route to the building's interior, as well as continued compliance with applicable codes.

DRAFT 11/9/2022

Suggested Librarian Goals for 2023

In August, Aisilyn suggested:

1. Reorganization of DVD shelves
2. Reclassify and organize reference materials
3. Implement monthly adult programming
4. Have all staff receive CPR/AED training

Recommend the above be incorporated into short- and long-term goals, such as:

1. Arrange for and schedule all staff (and volunteers, if appropriate) for required training, and document completion, including but not limited to:
 - A. Annual CPR/AED Training
 - B. Prevention of Workplace Harassment & Discrimination (Required every 2 years)
 - C. NHAIS Inter-Library Loan System Self-guided Training
2. As much as possible, finish reconciling apparent discrepancies between physical materials in the Library Collection and those listed in the online catalog.
3. Complete reorganization of the physical materials in Library Collection
 - A. Finish cataloging and reorganizing the Special Collections
 - B. Weed and reorganize the DVD collection
 - C. Assess the relevance and value of continuing to develop the DVD collection
 - D. Reclassify, organize and weed reference materials, including paper files.
 - E. Assist Building Committee to finish organizing materials in the Library Archive (both safes) and to inventory the contents; advise Building Committee on proper archival storage of fragile and historic materials; and catalog relevant items such as Town Reports.
4. Solicit suggestions or ideas for adult programs from patrons and the community; offer at least one (1) adult program every quarter during 2023; and evaluate how well the programs engaged this population.
5. Long-term Goal: Critically evaluate the effectiveness of the Library website *centerharborlibrary.org* in publicizing and promoting Library services, programs and events; engaging those who access the site; being user-friendly; clearly conveying information; visual appeal, and the like. Recommend to the Board changes to, or complete redesign of, the website by December 1, 2023. Implement recommendations for improving the website by May 1, 2024 and evaluate results by December 1, 2024.