

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

**May 22, 2023**

Minutes

- I. **Call to Order:** Meeting called to order at 10:02am. Present: Chairperson Ann Xavier, Trustee Sandy Frost, Secretary Corina Locke, Treasurer Karen Ponton, Alternate David Hughes - Voting, Alternate Clara Gamboa de Levin, Trustee Emeritus Bette Miller, and Librarian Aisilyn Guivens. Absent: Stephany Marchut Lavallee.
- II. **Approval of Minutes:** Motion to approve minutes of April 24, 2023 as corrected by K. Ponton, seconded by D. Hughes. Passed unanimously.
- III. **Order of Agenda:**
- IV. **Chairperson's Report**
  - A. **Appointment of Secretary:** A. Xavier made a motion to appoint Corina Locke as the Secretary. Seconded by K. Ponton. Unanimously approved.
  - B. **NHLTA Summary:** Attended by A. Xavier, S. Lavallee and C. Levin. Very informative conference with useful information regarding grant writing, policies and more.
  - A. **Clarification for Spending Gift Money:** Can be used for emergency, decided by the board of trustees not the town.
  - B. **Town Bandstand Approval:** Use of the bandstand for Saturday, July 8<sup>th</sup> 1 – 3pm was approved by the selectmen for the Author's Talk with Ernest Thompson and John Davidson. Library will provide PA system and Parks & Recs offered to help if needed.
- V. **Treasurer's Report**
  - A. **Monthly Financial Report & Bank Statements:** The Trustees reviewed the financial Report for April (see attached) and the MVSb statements.
  - B. **Acceptance of Donation per RSA 202-A:4-c, III(b):** Motion by K. Ponton, seconded by D. Hughes: To accept a donation of \$500 from Moultonborough Lions Club to be used towards the purchase of the outside book return. Passed unanimously.
  - C. **Acceptance of Donation per RSA 202-A:4-c, III(b):** Motion by K. Ponton, seconded by S. Frost: To accept a donation of \$1,000 from Meredith Village Savings Bank to be used towards the purchase of the outside book return. Passed unanimously.
- VI. **Librarian's Report:** A. Guivens presented her Report (see attached).
  - A. **Library Staff:** All of the Library staff are now CPR/AED certified.
  - B. **Maintenance:** Miracle Farms coming to assess the drainage issue outside the library building.
  - C. **Upcoming Events:** Planning for Summer events underway. J.E. Nichols Library 113<sup>th</sup> Year Celebration June 17<sup>th</sup> 10am – 1pm. Youth Storytime, arts and crafts, and library

tours in the morning. C. Locke to coordinate cupcake/bake goods donation for the event.

- D. **Summer Aide Position:** Several applicants to consider. Possible backup plan, should the position not be filled, is to consider increasing hours for current. Potential Special meeting to talk about new hire tentatively scheduled for June 5<sup>th</sup> at 10am. A. Guivens to confirm.
- E. **Youth Storytime:** Anyone interested in volunteering to lead a children story time must fill out a volunteer form, be appointed by the trustees and complete a background check prior to doing so.

**VII. Non-public Session:** At 10:45am, motion by K. Ponton, seconded by A. Xavier: To enter into a non-public session per RSA 91-A:3, II (a) to discuss a personnel matter. Passed unanimously. Roll call vote: A. Xavier-yes, K. Ponton-yes, D. Hughes-yes, S. Frost – yes, and C. Locke-yes. A. Guivens, C. Levin and B. Miller were present for the non-public session. Motion by K. Ponton to end non-public session at 11:15am second by C. Locke. Passed unanimously.

Meeting reconvened by A. Xavier at 11:15am.

**VIII. Building Committee:**

- A. **Painting Update:** Reported by A. Xavier. Interior painting to be completed sometime today by Ogden Constructions.
- B. **Refinishing Tables & Chairs:** Reported by B. Miller. Tables and chairs are completed, with the exception of 9 more chairs still need to be done. Will get a quote to fix chair arms.
- C. **Trophy Heads/Moose Head Repair:** Reported by K. Ponton. \$150 (simple repair) vs. \$1700 (full mount repair). Consensus-made by Trustees to do the simple repair for \$150.

**IX. Policy Committee Report:**

- A. **Investment Report:** Reported by D. Hughes and C. Levin. Proposal of creating a Strategic/Longevity Plan for the library by creating a “Wish List” from each trustee. This should help with narrowing down and selecting investment options. C. Levin encourages the use of the words “strategic plan” to help with future grant requests/applications. C. Levin and A. Guivens will meet today to document what programs the library did last year and what is planned for this year and next. This one-page document could be given to potential donors. A. Xavier requests a “wish list” from each member to text or email to her directly. K. Ponton: As an interim step, a policy is needed that simply states how current funds are invested; that is, the funds are in FDIC -insured accounts at local banks. Add to the next meeting Agenda: Investment documents from C. Levin for review.

**X. Unfinished/Continuing Business:** None.

**XI. New Business/Other Business:** None.

**XII. Adjournment:** Motion by D. Hughes, second by A. Xavier to adjourn at 11:35am. Passed unanimously.

Respectfully submitted,  
Corina Locke  
Secretary  
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