

**James E. Nichols Memorial Library
Board of Trustees
Meeting Minutes
June 27, 2022**

Call to Order: Meeting called to order at 10:02 AM by Chair, Ann Xavier. Present: Ann Xavier, Secretary Sandy Frost, Treasurer Karen Ponton, Trustee Ginny Fisher, Trustee Stephany Marchut Lavallee, Trustee Emeritus Bette Miller, Librarian Aisilyn Guivens.

Approval Of Minutes May 13, May 18 and June 4, 2022 motioned by G. Fisher, seconded by S. Marchut Lavallee. Passed unanimously.

Librarian's Report: Aisilyn Guivens opened the meeting with report (attached) and discussed summer reading programs with Ben and Jerry's ice cream. She also discussed the summer assistant position and hours.

Non-Public Session: At 10:07 AM, motion by K. Ponton, seconded by A. Xavier to enter a non-public session per RSA91-A:3,II(b) – the hiring of any person as a public employee. Roll call: A. Xavier – yes, S. Frost – yes, K. Ponton – yes, G. Fisher – yes, S. Marcut Lavallee – yes. Passed unanimously.

At 10:12 AM K. Ponton motioned to end non-public session, seconded by S. Marchut Lavallee. Motion passed unanimously.

Meeting reconvened at 10:12 AM. K. Ponton motioned to hire Peter Santore for the temporary position, 10 hours per week, for the months of July and August of 2022, at the rate of \$15.00 per hour. Motion was seconded by A. Xavier. Vote passed unanimously.

Librarian's Report: A. Guivens continued and discussed extended summer hours on Thursdays 10:00 AM – 4:00 PM for July/August, effective week of July 11th. K. Ponton motioned to extend the summer hours, seconded by A. Xavier. Vote passed unanimously.

Steve Jussif of **Adel-Xt Computer Company** supplied a price for purchase, installation and configuration for a business firewall, Sonic WALL. 1.) SonicWall Wired - \$2,225.00 and 2.) SonicWall Wireless - \$2,625.00. Both models include purchase, installation, configuration, 3 year warranty and 3 year gateway license. Discussion was had on the difference between the prices quoted. K. Ponton asked if expanded outside firewall for additional \$1,500 to \$2,500 was needed. A. Guivens feels it is not necessary. There was a group discussion on the library budget and library expenses. A vote will take place at next month's Library Trustee meeting.

Other Business: Two Belknap College souvenir ceramic jugs were donated to the library.

Xavier met with A. Guivens to go over her six month employee review. Trustees will establish goals for remainder of the year at the next meeting.

One individual who was interviewed for the library assistant position declined employment.

Treasurer's Report: K. Ponton presented her report (attached) and shared the MVSBS Statement, the clock repair \$120, the new Post Office box obtained and mileage reimbursement that funds are available elsewhere in the budget to move to the mileage/travel reimbursement line item. K. Ponton discussed the consideration of bank and investment accounts for the Library's funds. She will investigate this further.

Policies: The attorney reviewed all the Library Personnel Policies and found them thorough and complete. The Trustees reviewed drafts of the following proposed policies: "Collection Development & Maintenance Policy", "Reconsideration of Library Materials & Resources", "Request For Reconsideration of Library Materials Form", "Confidentiality of Patrons Records Policy", "Library Card Application", "Posting, Display & Distribution of desi Policy", "Unattended Children Policy", "Library Facility Use Policy".

Trustees decided to delete "Attach a copy of Proof of Identity and Residence" and change it to "Provide Proof..." from the "Library Card Application". Trustees discussed the writing of the "Unattended Children's Policy" using feedback from Primex, their Attorney and Chief Mark Chase. Trustees decided to repeat reference to ALA Library Bill of Rights and Freedom to Read and Review Statements at end of paragraph on objectionable language, page 2 of Collection Development and Maintenance Policy. It was decided to add the wording of "designated responsible adult" to the policy.

K. Ponton motioned to approve the above policies with the corrections made, seconded by A. Xavier. Vote passed unanimously. (Policies attached)

Other Business: A. Xavier reported Historical Society items were removed from the basement safe on Friday, June 24th with Harry Viens and A. Xavier in attendance. The items are in the basement for the Historical Society to pick up. Aisilyn will get the combination to the safe.

Sarah Heath returned the Historical Letters from John Greenleaf Whittier and Gov. C.H. Sawyer to the library. The Building Committee will decide where to hang them.

A. Xavier discussed wireless cameras, purchase through Amazon, 3 for \$190. A. Guivens reported we must have a "Security Camera Policy" in place. K. Ponton was concerned that these may not be quality cameras and people could tamper with them. Discussion was had on security and confidentiality of patrons. A. Guivens will ask Steve Jussif about this. K. Ponton will research how library money may be spent outside the Budget. A. Xavier will follow up on security cameras.

A. Xavier reported that Home Comfort will look at the library windows to determine appropriate shades that are needed. K. Ponton suggested that they Building Committee work on moving forward with this improvement.

Trustees discussed the safe in the closet in the meeting room and decided a sign that reads "See Librarian For Assistance" be place on the door. Another "Office" sign will be placed on Aisilyn's office door.

Ann Xavier briefly discussed the Triangle Park Conference.

Starting the week of July 4, William will work Tuesdays, Thursdays and Fridays.

Final details were discussed for preparation of the "BOOK SALE". Trustees will prepare Sunday at 4:00 PM. The sale will begin at 8:30 AM on July 4, with a rain date of July 5. A second clearance "BOOK SALE" will be held on August 13.

S. Frost suggested the library purchase a reader board so that the library can advertise events and other library related news. Trustees thought this was a good idea.

Building Committee: B. Miller reported the library needs five radiator covers and she is working on getting quotes. Flowers need to be trimmed on Main Street side of library.

Motion to Adjourn by S. Marchut Lavallee, seconded by G. Fisher at 11:56 AM. Passed unanimously.

Respectfully submitted by,
Sandy Frost
Secretary, Library Trustees

Director's Report

June 27th, 2022

Collection Development and Maintenance:

Magazine subscriptions have been renewed for nine magazines. Three new magazines have been added to the subscription list based on patron input, with two magazines being discontinued due to lack of availability and pricing. Twenty-four adult reading items have been added to the collection, including biographies that were found in the basement. Seven adult audiobooks, seventeen middle readers, three early readers, one board book and one young adult book were added as well. Six early readers and two biographies were weeded from the collection.

Patron Services and Community Development:

The Kid's Korner Reading Celebration was a huge hit with all who attended! There were approximately twelve children who participated in the ribbon cutting, crafts and story times along with approximately fifteen adults who attended as well. Patron visitation continues to increase as Summer visitors arrive in the area. Summer Reading will be kicking off in the coming weeks as reading lists and activities are being created. No-Plastic July will also be included as part of Summer Reading and activities as the Library continues to work toward reducing waste in part with the 10 Towns Ten Actions initiative to eliminate single-use plastic in the State of New Hampshire.

Digital Services:

A conversation was had with Steve Jussif about installing a business firewall for better system security. Attached at the end of this report is the quote that was received. This is detailed for a three-year option, which Jussif stated was a better deal than the one or two year options. Patrons have also been interested in Wi-Fi usage and utilizing our patron Wi-Fi for various activities regarding school, work, research and leisure, including use outside of the Library. The Wi-Fi printer, however, has continued to be finicky and unreliable with wireless printing. The Librarian will continue to troubleshoot, but it is possible that an alternative will be needed.

Maintenance:

Jeff Haines has inquired about AED placement, in which he was provided with options given by the Trustees and Librarian. He will discuss with the Fire Department if placement within the Librarian's office is permissible and will contact the Librarian with an update.

Library Staff:

Library Assistant William Leathers has begun his training as of June 11th, 2022 and has already jumped into learning the systems and procedures. A Summer Aide is expected to be hired to begin work the beginning of July to help with the influx of seasonal visitors. Background checks for the two volunteers are still pending.

Statistics:

Presented in comparison to statistics from 2019 (pre-COVID) and 2021.

Physical Circulation

	May, 2019	May, 2021	May, 2022
<i>Adult Reading</i>	422	249	262
<i>Youth Reading</i>	50	29	69
<i>Audio Books (CD)</i>	55	34	34
<i>DVDs</i>	246	101	46
<i>Interlibrary borrowing</i>	37	23	12
<i>Passes</i>	4	0	4
Total In-Library	814	436	427

Digital Access Circulation

	May, 2019	May, 2021	May, 2022
<i>NH Downloadable Books</i>	142	146	138
<i>Hoopla</i>	25	27	34
<i>Kanopy</i>	0	144	37
Total Digital Access	167	317	209

Grand Total Circulation

May, 2019	May, 2021	May, 2022
981	753	636

Unique Users

	May, 2019	May, 2021	May, 2022
<i>In-Library Active Borrowers</i>	126	70	68
<i>NH Downloadable Books</i>	33	28	32
<i>Hoopla</i>	8	10	11
<i>Kanopy</i>	0	2	4

Respectfully Submitted,
Aisilyn Guivens, Librarian



ADELXT COMPUTER COMPANY

10 Abbott Street
Derry, NH 03038
Tel: 1-603-434-5311
Cell: 1-603479-5311
stevej@adelxt.com
www.adelxt.com
6/13/2022

James E Nichols Memorial Library
35 Plymouth Street
Center Harbor, NH 03226
Director: Aisilyn Guivens

Hi Aisilyn,

Below is a price for purchase, installation and configuration for a business firewall, SonicWALL. I have given quotes for a wireless model as well as a non-wireless model.

The wireless model should cover the Library with the availability for expansion at a later date. It may or may not expand outside the Library as much but further expansion in the future would allow that. The purpose of the wireless model is that it would have the latest Wi-Fi standards while the present one does not.

The wired model would also have the ability of expansion at a later date but you would still be inhibited by the present Wi-Fi standard.

1. SonicWALL Wired - \$2,225.00
2. SonicWALL Wireless - \$2,625.00

Both models include the following:

- Purchase
- Installation
- Configuration
 - Before Installation
 - During Installation
 - Final configuration for 30 days for fine tuning
- 3 Year warranty on Unit
- 3 Year Gateway License
 - This is the protection software internal to the unit

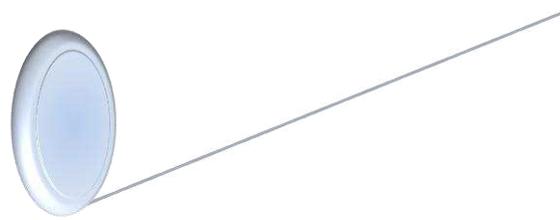
Note: After 3 years, the warranty and gateway may be renewed for approximately \$450.00 per year. Prices may change without notice.

Let me know if you have any questions.

Thank You

Steve Jussif

Adel-Xt Computer Company



ADELXT COMPUTER COMPANY

10 Abbott Street
Derry, NH 03038
Tel: 1-603-434-5311
Cell: 1-603479-5311
stevej@adelxt.com
www.adelxt.com
6/13/2022

I agree to the above quotation and authorize Adel-Xt Computer to invoice the amounts as indicated.

Authorizing representative:

Date: _____

MAY 2022 Treasurer's Report

(6/20/2022)

Expenses	<i>May 2022</i>	<i>2022 YTD</i>	<i>2022 Budget</i>
Gross Salaries	\$2,760.00	\$16,020.00	\$67,000.00
Furnishings/Equipment			\$1.00
Repairs/Maintenance	\$178.42 Clock \$120.00	\$647.64	\$1,000.00
Supplies & Postage	\$7.38	\$366.77	\$2,000.00
Telephone & Modem Rental/IP Address	\$117.22	\$590.20	\$1,500.00
Travel			\$1.00
Collection Development			\$1.00
Books, Periodicals, DVDs & Streaming (Note: Hoopla & Kanopy capped at 7 views/patron/month)	\$586.23 Hoopla \$60.01 Kanopy \$42.00	\$1,189.31	\$10,000.00
Landscaping			\$1.00
Special Projects from Gifts (SLSC Pass; NH Historical Society & NHPA Memberships)		\$550.00	\$400.00
Professional Development (NH Library Trustees Association: \$30 per Trustee/Librarian)	\$260.00	\$260.00	\$500.00
Program Projects			\$100.00
Miscellaneous	\$55.25	\$67.24	\$100.00
Computer Maintenance, Software Updates, Licenses	\$330.50	\$1,602.48	\$5,946.00
Legal & Professional Services		\$200.00	\$2,000.00
Total	\$4,295.00	\$21,493.64	\$90,550.00
Nichols Fund			\$9,000.00
Town Appropriation			\$81,550.00
Receipts - Miscellaneous			
Copier/FAX Fees	\$7.25	\$93.35	N/A
Donations	\$11.00	\$30.24	N/A
Lost/Damaged Books			N/A
Sale of Books			N/A
Miscellaneous	\$5.03	\$5.03	
Total Misc. Receipts	\$23.28	\$128.62	N/A
Receipts - NMK Bequest		\$212,471.31	

Meredith Village Savings Bank Deposit Account Rates

Effective May 2, 2022

Rates subject to change

	Interest Rate	Annual Percentage Yield	Minimum Balance to obtain APY	Minimum Deposit to Open		Interest Rate	Annual Percentage Yield	Minimum Balance to obtain APY	Minimum Deposit to Open
Personal Checking Accounts					Personal Money Market Accounts				
Better Checking	0.01%	0.01%	\$100	\$10	Everyday Money Market				
					\$1,000 to \$9,999.99	0.01%	0.01%	\$1,000	\$500
Senior Checking	0.01%	0.01%	\$100	\$10	\$10,000 to \$24,999.99	0.01%	0.01%	\$10,000	\$500
					\$25,000 to \$99,999.99	0.02%	0.02%	\$25,000	\$500
Premier Checking					\$100,000 to 249,999.99	0.04%	0.04%	\$100,000	\$500
\$500 to \$24,999.99	0.01%	0.01%	\$500	\$10	\$250,000 or more	0.05%	0.05%	\$250,000	\$500
\$25,000 to \$49,999.99	0.02%	0.02%	\$25,000	\$10					
\$50,000 or more	0.03%	0.03%	\$50,000	\$10	Premier Money Market				
					\$25,000 to \$49,999.99	0.02%	0.02%	\$25,000	\$25,000
Mutual Benefits Checking					\$50,000 to \$99,999.99	0.03%	0.03%	\$50,000	\$25,000
\$1,000 to \$4,999.99	0.01%	0.01%	\$1,000	\$10	\$100,000 to \$249,999.99	0.08%	0.08%	\$100,000	\$25,000
\$5,000 to \$9,999.99	0.01%	0.01%	\$5,000	\$10	\$250,000 or more	0.10%	0.10%	\$250,000	\$25,000
\$10,000 or more	0.01%	0.01%	\$10,000	\$10					
					Business Checking Accounts				
Personal Savings Accounts					Non Profit Checking				
Everyday Savings					\$500 to \$24,999.99	0.01%	0.01%	\$500	\$10
\$100 to \$2,499.99	0.01%	0.01%	\$100	\$10	\$25,000 to \$74,999.99	0.01%	0.01%	\$25,000	\$10
\$2,500 to 9,999.99	0.01%	0.01%	\$2,500	\$10	\$75,000 to \$249,999.99	0.02%	0.02%	\$75,000	\$10
\$10,000 to \$ 24,999.99	0.02%	0.02%	\$10,000	\$10	\$250,000 or more	0.02%	0.02%	\$250,000	\$10
\$25,000 or more	0.03%	0.03%	\$25,000	\$10					
					IOLTA				
Youth Savings	0.03%	0.03%	\$1	\$1	\$1,000 to \$99,999.99	0.01%	0.01%	\$1,000	\$10
					\$100,000 to \$199,999.99	0.01%	0.01%	\$100,000	\$10
Goal-Setter Savings/ GOALS	0.02%	0.02%	\$2	\$2	\$200,000 or more	0.50%	0.50%	\$200,000	\$10
Health Savings Account					Business Savings Accounts				
\$0.01 to \$ 499.99	0.01%	0.01%	\$0.01	\$10	Everyday Business Savings				
\$500 to 2,499.99	0.01%	0.01%	\$500	\$10	\$100 to \$2,499.99	0.01%	0.01%	\$100	\$10
\$2,500 to 9,999.99	0.05%	0.05%	\$2,500	\$10	\$2,500 to \$9,999.99	0.01%	0.01%	\$2,500	\$10
\$10,000 to 24,999.99	0.15%	0.15%	\$10,000	\$10	\$10,000 to \$24,999.99	0.02%	0.02%	\$10,000	\$10
\$25,000 or more	0.25%	0.25%	\$25,000	\$10	\$25,000 or more	0.03%	0.03%	\$25,000	\$10
Certificates of Deposit and IRAs					Business Money Markets				
90 Day	0.10%	0.10%	\$500	\$500	Everyday Business Money Market				
6 Month	0.10%	0.10%	\$500	\$500	\$2,500 to \$24,999.99	0.01%	0.01%	\$2,500	\$500
6 Month Add-on	0.10%	0.10%	\$500	\$500	\$25,000 to \$99,999.99	0.02%	0.02%	\$25,000	\$500
9 Month	0.20%	0.20%	\$500	\$500	\$100,000 to \$249,999.99	0.04%	0.04%	\$100,000	\$500
1 Year	0.20%	0.20%	\$500	\$500	\$250,000 or more	0.05%	0.05%	\$250,000	\$500
1 ½ (18 Month)	0.20%	0.20%	\$500	\$500					
2 Year	0.25%	0.25%	\$500	\$500	Premier Business Money Market				
3 Year	0.30%	0.30%	\$500	\$500	\$25,000 to \$49,999.99	0.03%	0.03%	\$25,000	\$25,000
4 Year	0.30%	0.30%	\$500	\$500	\$50,000 to \$99,999.99	0.03%	0.03%	\$50,000	\$25,000
5 Year	0.30%	0.30%	\$500	\$500	\$100,000 to \$249,999.99	0.08%	0.08%	\$100,000	\$25,000
					\$250,000 or more	0.10%	0.10%	\$250,000	\$25,000

All rates and Annual Percentage Yields (APYs) are subject to change without notice. The Annual Percentage Yield applies when the required minimum balance and interest is kept on deposit for one year. Checking, Savings and Money Market Accounts are variable rate accounts and the rate can change without notice after account opening. Fees could reduce earnings. Certificates of Deposit and IRAs are subject to a penalty for early withdrawal. Premier Money Market requires an active and in good standing Premier Checking Account. Premier Business Money Market requires an active and in good standing Business Checking Account. Please refer to Account Details for details.



COLLECTION DEVELOPMENT & MAINTENANCE POLICY

(Combines *Collection Development Policy* with *Collection Maintenance & Weeding Policy*)

Statement of Purpose

The James E. Nichols Memorial Library strives to contribute to the informational, educational, cultural, and recreational needs of Center Harbor, the surrounding community, guests and visitors by providing materials and resources that meet the interests of this community and support lifelong learning. This policy is established by the Library Board of Trustees to direct the Librarian in the decision-making process regarding the development and maintenance of the Library collection and to inform the public of the principles upon which these decisions are made.

Responsibility for Selection of Materials & Collection Maintenance

The ultimate responsibility for selection of Library materials and development and maintenance of the collection lies with the Board of Trustees, as the governing body. The Board of Trustees delegates to the Librarian the authority and responsibility for materials selection and for development, review, evaluation and maintenance of the collection.

Patrons, the general public and staff members are welcome to recommend materials for selection to the Librarian.

Selection & Maintenance Criteria

The Librarian shall be guided by the Library's mission and goals, the American Library Association's *Library Bill of Rights*, the joint *Statement on Freedom to Read* by the American Library Association and the Association of American Publishers, and the joint *Statement on Freedom to View* by the American Library Association and the American Film and Video Association. (The *Library Bill of Rights*, the *Statement on Freedom to Read*, and the *Statement on Freedom to View* may be found in the Appendix).

Materials are judged by standards according to their nature and purpose. Not all guidelines and criteria are applicable to every item and may vary in relation to importance. Each material shall be judged on the basis of the work as a whole, and not by a part taken out of context.

The Librarian shall consider the following criteria when selecting materials for acquisition and developing the collection:

1. Mission and service goals of the Library
2. Annual budget allocation
3. Literary quality
4. Reputation and significance of the author

5. Reviews in professional publications
6. Recognized awards and best sellers
7. Patron interest, entertainment value an recreational pursuits
8. Accuracy of information
9. Timeliness
10. Representation of diverse viewpoints
11. Extent of coverage
12. Originality and imagination
13. Production quality
14. Reputation and standards of publisher
15. Importance to local area and/or history
16. Existing Library holdings
17. Space limitations
18. Availability of the material or information elsewhere.

Objectionable language and vivid descriptions or depictions of sex and violence when dealt with realistically within the context of the book or DVD shall not be a criteria for rejecting the item. Neither shall the possibility that controversial materials may come into the possession of children be a determinant of selection.

Review of Library materials and resources shall be an ongoing process conducted by the Librarian in a consistent manner and according to professional standards in order to maintain a vital, relevant, useful and dynamic Library collection. The Librarian shall refer to *CREW: A Weeding Manual for Modern Libraries*¹ and utilize the CREW method (Continuous Review, Evaluation and Weeding). The Librarian shall consider the following criteria that are known by the acronyms "MUSTIE" and "WORST" when reviewing materials and resources for possible weeding from the collection:

For books and print media:

1. M: Misleading/inaccurate information
2. U: Ugly; worn beyond repair
3. S: Superseded by a newer edition or better resource for information
4. T: Trivial or of no discernible literary or scientific merit
5. I: Irrelevant to the needs and interests of the community
6. E: Material is obtained elsewhere; for example, from digital resources or inter-library loan

For non-print (audiovisual) media:

1. W: Worn out
2. O: Out of date
3. R: Rarely used
4. S: Supplied elsewhere
5. T: Trivial and faddish.

¹ Larson, Jeanette. *CREW: A Weeding Manual for Modern Libraries*.

www.tsl.state.tx.us/ld/pubs/crew/index.html. Austin, TX: Texas State Library and Archives Commission, 2012.

The CREW guidelines for Dewey class shall be used to weed any books or print media that do not meet the "MUSTIE" criteria, as follows:

CREW Guidelines by Dewey Class
(“MUSTIE” criteria supersedes CREW)

Dewey Class	Age of Item	Years Since Last Checkout
000-General	5 years	3 years
100- Philosophy and Psychology	10 years	3 years
200-Religion and Mythology	10 years for most, 5 years for current religious topics	3 years
300 Social Science	5 years	3 years
310 Almanacs, yearbooks	1 yr Reference; 2 yrs Circulation	N/A, 3 years
320 Political Science	5 years	3 years
330 Economics, Resumes	5 years	N/A
340 Law	10 years	N/A
350 Government	10 years	3 years
360 Crime and Services	5 years	3 years
370 Education	10 years	3 years
380 Commerce	5 years	3 years
390 Customs and Etiquette	10 years	3 years
400 Linguistics	10 years	3 years
500 Pure Sciences	5 years	3 years
510 Mathematics	5 years	3 years
520 Astronomy	5 years	3 years
530 Physics	5 years	3 years
540 Chemistry	5 years	3 years
550 Earth Sciences	5 years	3 years
560 Paleontology	5 years	3 years
570 Life Sciences	10 years	3 years
580 Botany	10 years	3 years
590 Zoological Sciences	5 years	3 years
600 Applied Sciences	5 years	3 years
610 Medicine	5 years	3 years
620 Engineering	5 years	3 years
630 Agriculture	5 years	3 years
640 Home Economics	5 years	3 years
650 Business Management	5 years	3 years
660 Chemical Tech	5 years	3 years
670 Photography	5 years	3 years
680 Manufacturers	5 years	3 years
690 Building and Carpentry	10 years	3 years
700 Arts and Recreation	N/A	3 years
800 Literature	N/A	N/A
900 History and Geography	15 years	3 years
Travel and Maps	5 years	3 years
Biographies	N/A	5 years
Fiction	N/A	2 years
Teen, J, ER, BR Fiction	N/A	3 years
Periodicals	1 year	N/A

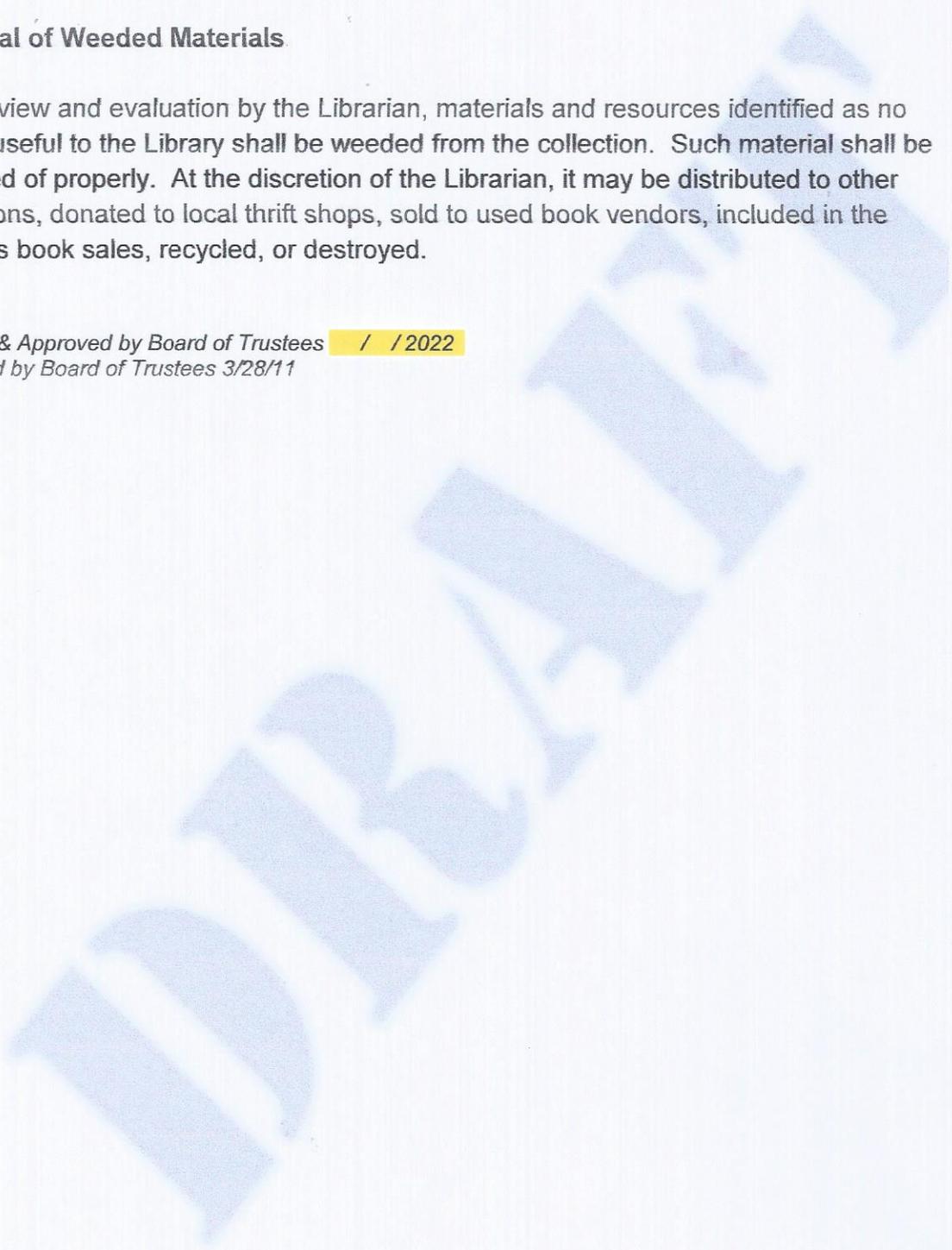
Print editions of local newspapers shall be retained for four (4) weeks, as archived issues are available online.

Disposal of Weeded Materials

After review and evaluation by the Librarian, materials and resources identified as no longer useful to the Library shall be weeded from the collection. Such material shall be disposed of properly. At the discretion of the Librarian, it may be distributed to other institutions, donated to local thrift shops, sold to used book vendors, included in the Library's book sales, recycled, or destroyed.

Revised & Approved by Board of Trustees / / 2022
Approved by Board of Trustees 3/28/11

6/8/22



RECONSIDERATION OF LIBRARY MATERIALS & RESOURCES
(formerly Collection Input & Challenges from Patrons)

Statement of Purpose

The Library Board of Trustees has delegated the responsibility for selection and evaluation of Library materials and resources to the Librarian. This policy is established to identify reconsideration procedures for addressing a patron's or a member of the public's concerns about these resources.

Policy

Anyone wishing to express concern about materials or resources in the Collection may request that the Library reconsider the item(s) by completing a *Request for Reconsideration of Library Materials Form*, which is available at the Library and online. The completed form should be submitted to the Librarian, who will place it on the agenda for the next regular meeting of the Library Board of Trustees.

The Board of Trustees will review the written request at its meeting, and after consultation with the Librarian, render its decision. The person submitting the request for reconsideration will receive a written reply within 14 days of the Board meeting. The decision of the Library Board of Trustees is final.

Revised & Approved by Board of Trustees / / 2022
Approved by Board of Trustees 4/25/11

6/01/22

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS FORM

Instructions: To request reconsideration of a Library resource, please complete this required form and submit it to: Librarian

James E. Nichols Memorial Library
PO Box 1339
Center Harbor, NH 03226
chlibrarynh@gmail.com

Attach additional sheets, if needed. No request will be considered without this completed form.

1. Name of person submitting request: _____

Email: _____ Phone: _____

Address: _____
Street State Zip

2. I represent: Myself Organization/Group
Name: _____

3. Reconsideration requested for:
 Book Audiobook DVD Electronic Resource Other: _____

Title: _____

Author/Producer: _____

Copyright/Production/Issue Date: _____

4. Have you read the *Library Bill of Rights*, the *Freedom to Read Statement*, and the *Freedom to View Statement*? Yes No

5. Have you reviewed the Library's *Collection Development Policy*? Yes No

6. Did you read, watch or listen to the entire work? Yes No; If no, what parts did you read, watch or listen to? _____

7. What specifically concerns you about this resource? Cite the page(s) or section(s) of concern.

8. What do you think is the theme or purpose of this resource? _____

9. What resources would you suggest to provide additional information and/or different viewpoints on this topic? _____

10. Please summarize any critical reviews or judgments about this resource you have read or heard.

11. For what age group would you recommend this resource? _____

12. What would you like the Library to do about this resource?

- Withdraw it from the Library collection
- Change its location
- Reevaluate for collection development
- Other: _____

13. Number, if any, of additional sheets attached: _____

Your signature: _____ Date: _____

FOR BOARD OF TRUSTEES USE	
Date of Board meeting when <i>Reconsideration Request</i> was discussed:	
Board Decision:	
Signature:	Date:
Chairperson, Board of Trustees	
Date written reply sent to person requesting reconsideration:	
Reply sent by:	Title:

CONFIDENTIALITY OF PATRON RECORDS POLICY

8

Statement of Purpose

The purpose of this policy is to comply with the provisions of NH RSA 201-D:11 *Library User Records; Confidentiality*. RSA 201-D:11 states:

- I. *Library records which contain the names or other personal identifying information regarding the users of public or other than public libraries shall be confidential and shall not be disclosed except as provided in paragraph II. Such records include, but are not limited to, library, information system, and archival records related to the circulation and use of library materials or services, including records of materials that have been viewed or stored in electronic form.*
- II. *Records described in paragraph I may be disclosed to the extent necessary for the proper operation of such libraries and shall be disclosed upon request by or consent of the user or pursuant to subpoena, court order, or where otherwise required by statute.*
- III. *Nothing in this section shall be construed to prohibit any library from releasing statistical information and other data regarding the circulation or use of library materials provided, however, that the identity of the users of such library materials shall be considered confidential and shall not be disclosed to the general public except as provided in paragraph II.*

This *Policy* is also guided by the American Library Association's *Library Bill of Rights* (which may be found in the Appendix).

Policy

The Library adheres to NH RSA 201-D:11 *Library User Records; Confidentiality* which protects the privacy of all patrons, regardless of age. The Library's records shall not be disclosed under any circumstances, except as required by law. A copy of this *Policy* shall be given to the person applying for a Library card and receipt documented on the *Library Card Application* form. If the applicant is under the age of 18 years, a copy of this *Policy* shall be given to their parent or legal guardian with receipt documented on the *Application* form.

The records of teens and children who have their own library cards are subject to the same privacy restrictions as those of adult patrons. Library cards issued to teens and children shall not be linked to the Library cards of their parents or legal guardians.

The responsibility for children's choices of reading and viewing materials rests with the parents or legal guardians. Parents who wish to supervise their children's reading, viewing and borrowing of Library materials are encouraged to accompany them on visits to the Library. The Library staff will not act *in locus parentis*.

The Librarian shall be responsible for handling requests from law enforcement. In the event that the Librarian is not available, the chairperson of the Board of Trustees shall handle the request.

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For Library Staff Use
Card Number: _____
User Name: _____
Library Staff Signature: _____

LIBRARY CARD APPLICATION

Please complete this form to apply for a James E. Nichols Library card and return it to the Library staff.

1. Name _____
 Address _____
 Town _____ State _____ Zip _____
 Phone _____ Check one: Home Work Cell

2. Permanent Address (If different from local residence)
 Address _____
 Town _____ State _____ Zip _____
 Phone _____ Check one: Home Work Cell

3. E-mail _____

4. Attach copy of Proof of Identity and Residence:
 Driver's License Vehicle Registration Utility Bill Other: _____

5. I have been given a copy of the *Policy on Confidentiality of Library Records*. Yes No

I agree to comply with all Library rules and regulations:

Signature _____ Date _____

To be completed by parent or guardian if applicant is under 18 years of age:

As the parent or legal guardian of this applicant, I understand that I am financially responsible for all Library materials borrowed using this applicant's card, including replacement costs and fees for any damaged or lost materials.

I have been given a copy of the *Policy on Confidentiality of Library Records*. Yes No

Name of Parent/Guardian _____

Signature _____ Date _____

Permanent Address _____

Town _____ State _____ Zip _____

Phone _____ Check one: Home Work Cell

POSTING, DISPLAY & DISTRIBUTION OF INFORMATION POLICY
(Combines Displayed Materials Policy and Solicitation Policy)

Statement of Purpose

The James E. Nichols Memorial Library recognizes its role as a forum for the sharing of information of interest to the community it serves. The purpose of this policy is to establish requirements for the display of materials within the Library, on its bulletin board(s) and on its social media platforms.

Policy

The ultimate responsibility for determining acceptable content for posting and the methods for display at the Library rests with the Board of Trustees, as the governing body. The Board of Trustees delegates to the Librarian the authority to decide whether materials submitted for posting or display are in accordance with this policy.

The posting or display of materials in the Library or on its social media platforms does not imply endorsement by the Library, nor the accuracy of the information posted.

Official and required public notices of the James E. Nichols Memorial Library and other information about its programs, services and events shall be given first priority, followed by those of the Town of Center Harbor. One (1) bulletin board, designated as the "Trustees Bulletin Board" shall be reserved for official, required notices of the Library, such as the schedule of Library Board of Trustees meetings and agendas.

Local non-profit organizations and other libraries are welcome to submit information about their programs, cultural events and resources for posting or display at the Library or on its social media platforms.

Information about the sale, advertisement, solicitation or promotion of commercial products or services by individuals or for-profit organizations shall not be accepted.

All requests shall be submitted to the Librarian or designated staff member. Only Library staff are allowed to post or display approved materials. Any materials posted directly to the bulletin boards or left on tables or shelves at the Library or on its social media platform will be promptly removed and discarded.

Materials shall be posted or displayed in the Library only on bulletin boards, tables or shelves designated for this purpose. Materials shall not be mounted, taped, tacked or otherwise affixed directly to the Library's historic plaster walls or woodwork.

Because space within the Library for bulletin boards and other display areas is limited:

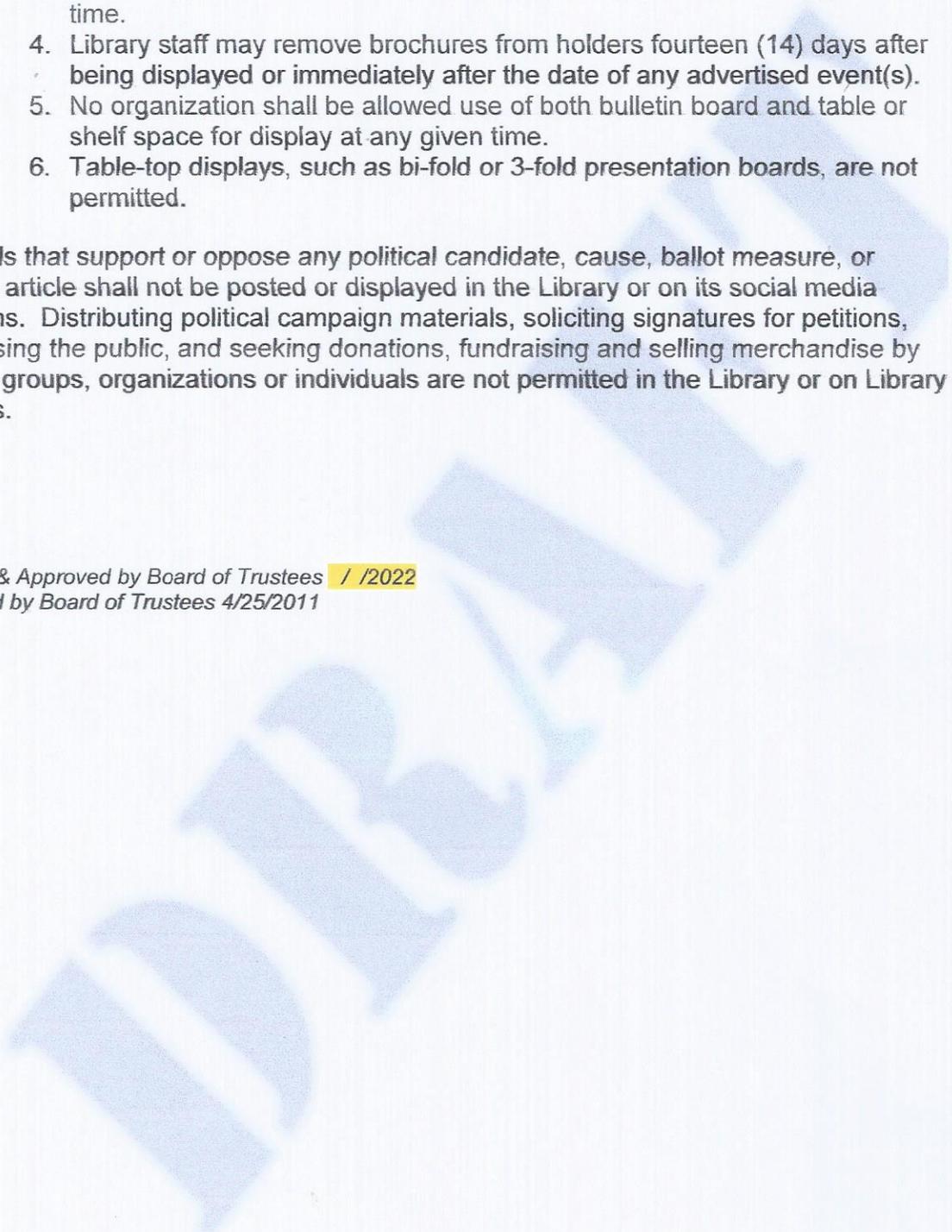
1. Submissions for the community bulletin board are restricted to one (1) 8½" by 11" or smaller single sheet of paper per person or organization at any given time.
2. Library staff may remove materials from the community bulletin board seven (7) days after posting or immediately after the date of any event posted.

3. Submissions for display on designated tables or shelves are restricted to no more than 25 brochures or other literature that can fit into a 4¼" wide plastic brochure holder available for this purpose from the Library staff. Only one (1) brochure holder is allowed per organization at any given time.
4. Library staff may remove brochures from holders fourteen (14) days after being displayed or immediately after the date of any advertised event(s).
5. No organization shall be allowed use of both bulletin board and table or shelf space for display at any given time.
6. Table-top displays, such as bi-fold or 3-fold presentation boards, are not permitted.

Materials that support or oppose any political candidate, cause, ballot measure, or warrant article shall not be posted or displayed in the Library or on its social media platforms. Distributing political campaign materials, soliciting signatures for petitions, canvassing the public, and seeking donations, fundraising and selling merchandise by outside groups, organizations or individuals are not permitted in the Library or on Library grounds.

Revised & Approved by Board of Trustees / /2022
Approved by Board of Trustees 4/25/2011

6/22/22



FACILITY USE POLICY

(Replaces *Meeting Room Policy* dated 5/23/11)

Policy

The Library is only available for Library meetings, functions, programs, and events. Use of the facility by any other groups, organizations or individuals is not permitted.

Approved by Board of Trustees / / 2022

6/8/22

UNATTENDED CHILDREN POLICY

Statement of Purpose

The James E. Nichols Memorial Library welcomes children of all ages to use and enjoy the facility, collections, public computers, and programming offered by the Library. The Library attempts to provide a safe environment for everyone; however, it is a busy, public building open to all. This Policy is established by the Board of Trustees for the safety of children and the enjoyment of all Library patrons.

Policy

The James E. Nichols Memorial Library assumes no responsibility for children of any age left unattended in the building or on the Library premises. The Library staff do not act *in loco parentis*. The responsibility for the safety and behavior of children while on Library property rests with each child's parent(s) or legal guardian(s), even if the parent(s) or legal guardian(s) are not present in the Library with their child. Every child should know how to reach their parent(s) or guardian in case an emergency, unexpected Library closing, behavior concern or other issue arises.

No child under the age of eleven (11) years may be left unattended at the Library. A child is considered unattended if the child is in the Library or on the premises of the Library without a parent or legal guardian. At the discretion of the parent(s) or legal guardian, a child eleven (11) years of age or older may be left unattended at the Library. The child is free to use the Library's resources as long as their behavior is not disruptive to other patrons, visitors, and staff or otherwise inappropriate for the Library. If the Librarian or staff determine a child's behavior is inappropriate, the parent or legal guardian will be contacted to remove the child from the Library.

Unattended children must be picked up by their parent(s) or legal guardian no later than 30 minutes prior to closing time. If any children are still at the Library at that time, the staff will contact a parent or legal guardian to pick up the child. If a parent or legal guardian cannot be reached, the staff will contact the Police Department for assistance. Library staff members are prohibited from transporting the child in their own vehicle.

Revised & Approved by Board of Trustees / / 2022
Approved by Board of Trustees 4/25/11

6/22/2022 – Committee edits and input from Chief Chase
6/24/2022 – Edits from Primex