

James E. Nichols Memorial Library

Board of Trustee Meeting

Monday, June 26, 2023

Minutes

- I. **Call to Order:** Meeting called to order at 10:00am. 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 Lavallee
- II. **Approval of Minutes May 22, 2023 and Special Meeting June 5, 2023** – Motion to approve minutes of May 22, 2023, seconded by S. Frost. Passed unanimously.
- III. **Order of Agenda and Additional Items:** Add 4th of July Book Sale
- IV. **Chairperson's Report**
 - A. **Outside Reading Room:** Should this be a donation option or memorial option? Who's paying for the project? Who owns the project and who is maintaining the project. A. Xavier will get prices for the gazebo, site work and setback rules.
 - B. **Report Birthday Celebration:** A. Xavier: Thank you to the trustees for showing up and supporting the events. William's tour was very impressive. Great job Bette with your Before and After Book of Improvements.
 - C. **Discuss Painting Trim and Inside Door of Bathroom:** A. Xavier asking trustees' permission to buy paint and supply to paint the bathroom herself. Front door and back hallway, Aisilyn office door still needs to be completed by Ogden Construction. A. Xavier will reach out to Ogden Construction regarding the extra work and the bathroom trim painting. A. Xavier brings up concerns with basement water issue.
 - D. **Trustee Support for Special Programs:** C. Levin and C. Locke will work with Aisilyn to create children's program. Along with looking at the toys from the basement for cleaning and ordering new ones.
 - E. **Bette's Photo Book of Library Improvements:** C. Locke to help B. Miller with book.
 - F. **July 4th Book Sale:** To occur on Tuesday, July 4th 8:30am – 12pm (Rain Date/Time – 9am – 1pm) We need volunteers to help set up on July 3rd and morning of book sale. S. Frost will add to reader board about the Book Sale starting Saturday. Bring plastic bags if needed for the book sale. Please note S. Frost will be staking out the Children's race outside the library building area during the Book Sale. D. Hughes suggest selling customized cloth/reusable bags in the future.
 - G. **Portrait of Mr. Nichols:** Need a plaque made. Plaque project will be done by Building Committee.

H. Mail Box: Added to the outdoor space of 35 Plymouth St. Center Harbor, NH

V. Treasurer's Report

- A. **May Monthly Report & Bank Statement:** The Trustees reviewed the Financial Report for May (see attached) and the MVSB statements.
- B. **Bank of NH Special 5-Month CD 4.75% APY:** If the board would like to get a better return with a short-term investment, we could take funds from the Kelly fund (\$12,200) leaving interest amount of \$200 and taking the rest of \$12,000 and put it into a 5-months CD (10,000 minimum to open the CD). Doing the same with the Operations Savings (\$43,000), taking \$30,000 to put into a 5-month CD. D. Hughes make the motion to take Kelly funds of \$12,000 to put into a 5 months CD with an interest rate of 4.75% at the Bank of NH. Seconded by A. Xavier. Passed unanimously. A. Xavier make a motion to take \$30,000 from Operations Savings and place it into a 5-month CD with an interest of 4.75% at Bank of NH. Seconded by D. Hughes. Passed unanimously.
- C. **Acceptance of Donations per RSA 202-A:4-c, III (b):** for Outside Book Return
 - 1) \$500 Donation – K. Ponton Motion, Seconded by S. Frost from an organization. Pass unanimously.
 - 2) \$300 Donation – K. Ponton Motion, Seconded by D. Hughes from an individual. Passed unanimously.
 - 3) \$100 Donation – K. Ponton Motion, Seconded A. Xavier from an individual. Passed unanimously.
 - 4) \$25 Donation – KP motion, from individual second by S. Frost. Passed unanimously.
- D. Acceptance of \$25 Donation (Unrestricted) per RSA 202-A:4-c, III (b) Motion by K. Ponton, seconded by C. Locke. Passed unanimously.
- E. Other - None

VI. Librarian's Report

- A. Furniture – Both tables and 3 chairs are done
- B. Primex/Town Training – Staff has been registered to take the course. The CPR AED training up in the air. Stay tuned for more details
- C. Author Talks – Children's Author Talk July 11th. By Kari Allen @ 11am. Ask if the Holderness Library would like to collaborate with us on this Author Talk or future children's events. C. Locke will talk with the Holderness Library.

- VII. Building Committee Report** – B. Miller has estimate from the 9 other chairs to be fixed. Won't start working on them until after summer. Motion by K. Ponton to authorize B. Miller & D. Hughes to transport the furniture to Concord Prison at a convenient time after summer. Second by D. Hughes. Passed unanimously.

VIII. Policy Committee Report

A. Report of Investment Subcommittee – C. Levin, D. Hughes & S. Lavallee: Clara met with Aisilyn and will write a basic strategy report. Stay tuned

IX. Non-public Session per RSA 91-A:3, II – A. Xavier Motion to nonpublic session at 11:11am for personnel matter, Seconded by D. Hughes. ROLL Call: A. Xavier-yes, S. Frost-yes, D. Hughes-yes, K. Ponton-yes, C. Locke-yes, C. de Levin, B. Miller and A. Guivens present for the non-public session. K. Ponton make a motion to accept with regret the resignation of Library Assistant William L. at the end of July. Second by S. Frost. Motion by K. Ponton to advertise for the position of Library Assistant starting immediately. Passed unanimously. K. Ponton make a motion to come out of nonpublic session at 11:17am. Second by A. Xavier. Passed unanimously. A. Xavier reconvene the public meeting at 11:17am

X. Unfinished/Continue Business – B. Miller found Mr. Nichols lived in 163 Coe Hill Rd. Center Harbor, information from John Hopper local historian. B. Miller request to find the Bear Island book by John Hopper.

XI. New Business/Other Business: None.

XII. Adjournment: Motion by A. Xavier to adjourn at 11:23am. Second by S. Frost. Passed unanimously.

Respectfully submitted,
Corina Locke
Secretary
atts (2)

James E. Nichols Memorial Library

May 2023 Treasurer's Report

Expenses	<i>May 2023</i>	<i>2023 Year-to-Date</i>	<i>2023 Town Appropriation</i>	<i>2023 Budget</i>
Gross Wages <i>(Librarian 30hrs/wk; assistant 15hrs/wk; summer aide 10hrs/wk for 2 months)</i>	\$4,041.00	\$20,028.77	\$55,000.00	\$55,000.00
Furnishings/Equipment	\$0.00	\$11.99	\$1,000.00	\$1,000.00
Repairs/Maintenance <i>(Clean rugs \$285, clock \$120, boiler \$230; ST \$635)</i>	\$804.00 Mini-split \$204 Taxidermy \$600	\$2,691.51 (\$2,701.00 NF 2022)	\$5,500.00	\$19,500.00 (\$14,000 NF)*
Supplies	\$421.16	\$983.74	\$1,500.00	\$1,500.00
Telephone	\$118.44	\$598.06	\$1,500.00	\$1,500.00
Mileage <i>(IRS \$0.625/mi)</i>	\$280.50	\$300.50	\$500.00	\$500.00
Books & Periodicals <i>(Downloadable Books \$726)</i>	\$671.65 Hoopla \$74.70 Kanopy \$20.00	\$1,990.91	\$8,000.00	\$8,000.00
Landscaping	\$0.00	\$0.00	\$1.00	\$1.00
Special Projects from Gifts <i>(SLSC & Castle Passes; NH Historical Society & NHPA Memberships)</i>	\$0.00	\$550.00	\$600.00	\$600.00
Professional Development <i>(NHLTA Membership & Conferences)</i>	\$0.00	\$270.00	\$500.00	\$500.00
Programs/Projects	\$15.49	\$70.42	\$400.00	\$400.00
Miscellaneous	\$0.00	\$0.00	\$200.00	\$200.00
Computer Maintenance Contract, Software Updates, Licenses <i>(Contract \$850 balance, OPAC Snapshot \$395, Webroot Antivirus \$213.75, WordPress \$96, Canva \$120, Camera Software \$120; ST \$1,794.75)</i>	\$383.50 Hardrive \$265 iBackup \$99.50	\$2,242.25	\$5,000.00	\$6,000.00 (\$1,000 NF)*
Legal & Professional Services	\$0.00	\$0.00	\$1,000.00	\$1,000.00
Total	\$6,735.74	\$32,439.15		\$95,701.00
Nichols Fund*		\$2,701.00 (2022)		\$15,000.00*
Town Appropriation		\$29,738.15	\$80,701.00	\$80,701.00

Receipts - Miscellaneous				<i>2023 Budget</i>
Copier/FAX Fees	\$22.75	\$96.30		\$200.00
Donations	\$1,131.50	\$2,140.30		\$300.00
Lost/Damaged Books	\$0.00	\$0.00		\$1.00
Sale of Books	\$0.00	\$0.00		\$600.00
Interest from Savings Accounts (2)	\$1.62 \$9.23	\$146.49		\$250.00
Miscellaneous	\$0.00	\$0.00		\$1.00
Nichols Trust Dividends (2)	\$0.00	\$0.00		\$7,500.00
<i>Total Misc. Receipts</i>	\$1,165.10	\$2,383.09		\$8,852.00