

**James E. Nichols Memorial Library
Board of Trustees
Meeting Minutes
August 22, 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, Trustee Emeritus Bette Miller, Librarian Aisilyn Guivens. Absent with notification Trustee Ginny Fisher.

Approval of Minutes July 25, 2022 – Corrections to be made by K. Ponton

- Attached Librarian Suggested Goals
- Attached Staff Schedule from Librarian's Report
- "Attached" to be included next to Librarian's Report
- "Attached" included next to Treasurer's Report
- Note \$94 was spent for "new postage box"
- A. Xavier motioned to approve minutes as amended, seconded by S. Marchut Lavallee. Passed unanimously.

Chairperson's Report

Roof Repairs: The contract was signed by the Board of Selectmen. Work was successfully completed on the roof. The Town of Center Harbor paid W.B. Ready of Manchester, NH \$27,880.00 for the roof repairs.

Best Buy Cameras: Best Buy cannot get service workers to do onsite installation. Trustees discussed camera installation.

Historical Society/Old Ledgers: The Historical Society has decided to leave the old ledgers at the library. The library will hold the ledgers until the Town of Center Harbor assumes ownership.

Non-Public Session

At 10:34 AM K. Ponton motioned to go into a non-public session. RSA 91-A:3,II (c) to discuss matters which, if discussed in public would adversely affect the reputation of any person. S. Marchut Lavallee seconded the motion and the vote was unanimous. Roll Call: A. Xavier-yes, S. Frost-yes, K. Ponton-yes, S. Marchut Lavallee-yes. Also present were B. Miller and A. Guivens.

K. Ponton motioned to close the non-public session at 10:43 AM, seconded by A. Xavier. All in favor.

Library Trustees meeting reconvened at 10:43 AM.

Treasurer's Report (Attached July 2022 report)

Trustees reviews the MVSB Checking Account Statement and the opening of the Savings Account Statement.

K. Ponton motioned to accept \$1,078.00 in donations from the book sale. S. Marchut Lavallee seconded the motion. All in favor.

K. Ponton motioned to accept \$61.99 from the donation jar. S. Marchut Lavallee seconded the motion. All in favor.

Librarian's Report (Attached)

Aisilyn Guivens gave an update of librarian goals. Included in the goals were children's story hour, collection management work, working with PSU internship, and author M.J. Pettengell visit for a fee of \$100. A. Xavier suggested the author donate her time for tax purposes.

Peter Santore: Part time employee, Peter Santore will be leaving September 2nd. A. Xavier motioned to give Peter Santore a \$25 gift card to Amazon, seconded by S. Marchut Lavallee. All in favor.

Cameras: A. Guivens gave an update on research on library cameras and motion detection at other libraries. N.H. State Library likes how we are thinking about options, rather than just installing them. Camera decision will be tabled until September meeting.

Firewall: Discussion continued with Lakes Region Computer and ADE LXT Computer Co. Aisilyn will ask more questions with each company. Firewall will be tabled until September meeting.

Policy Committee

Policy Committee will have a report for the September meeting.

Building Committee

Letters of thanks will be sent to the volunteers who helped with the book sale. Radiator covers will be made starting this week. B. Miller will go match the colors. We are still waiting for a quote from Rod Ladman on the window shades. He recommended black/brown, inside trim work, metal chains, UV protection. Bette will ask Rod about an architectural look from the outside.

Unfinished Business

S. Frost inquired about more books for the Little Free Library at the Town Beach. More books have started arriving from Amazon. A. Guivens will include the Little Free Library in her next library newsletter.

Motion to Adjourn was made by A. Xavier at 11:52 AM, seconded by S. Marchut Lavallee. All in favor.

Respectfully submitted,

Sandy Frost
Secretary, Library Board of Trustees
08/30/2022

Director's Report August 22nd, 2022

Collection Development and Maintenance: Summer Aide Peter Santore has been working through the Adult Fiction books to identify series and adjust call labels accordingly. Assistant William Leathers has been relabeling the Middle Reader books for consistency and proper placement within the Children's section along with identifying series. W. Leathers and Librarian A. Guivens have also re-classified the New Hampshire, Special and Classic Fiction Sections to be included as separate report classes within the catalog. A. Guivens has continued to evaluate the Children's section to identify books that may need to be weeded, updated or included in the collection and has drafted a weeding schedule to be used for the Library. For this year, staff is focused on weeding the Adult Fiction collection as well as the Children's Early and Middle Readers. With that, 148 Adult Fiction books have been weeded along with 25 Early Readers and 1 Middle Reader. These books were weeded based on a lack of circulation. 13 Adult Fiction, 8 Magazines, 6 Adult Non-Fiction, 3 Biographies, and 3 Adult Audio items have been added. For the Children's section, 3 Beginner Readers, 1 Biography, 1 Board Book, 2 Early Readers, 4 Middle Readers, and 2 YA items have been added.

Patron Services and Community Development:

Children's Story Time has started up again, taking place on Tuesday mornings at 10 am with one of our volunteers. We have had two children join us for our second story hour with others expressing interest. In hopes of attracting more families, we have been updating our social media and posting flyers in the Post Office, Town Hall and Heath's. We have had eight kids register for the summer reading and we have handed out 11 Ben and Jerry's coupons. For adults, we've had a lot of questions about the Go-Fish Bowl, with three people participating and we have handed out 4 coupons to The Edge Handcrafted Boutique. With the end of summer around the corner, a Summer Send-Off event will be held Tuesday, August 30th. Our regular story time will be followed by a music hour with Assistant William Leathers, accompanied by snacks, drinks, crafts (including a recycled T-Shirt book bag workshop) and our Summer Reading Raffle Drawing.

Digital Services:

A discussion with both Steve Jussif of AdelXt Computer Company and Tom Sawyer of Lakes Region Computer was had to discuss the issue of installing a business firewall. Both provided quotes for 3-year plans for two different firewalls. Quotes have been attached to this report for reference and comparison, noting slight price changes as quotes typically last for 14 days. A recent concern has arisen to due unwanted network activity, prompting a response from our internet provider to maintain and protect the network on their end. Installing a Business Firewall for the Library will also help mitigate these security issues by allowing the Librarian and Technology Specialist to filter internet traffic.

Maintenance:

Roofing work on the Library has been completed. A new copper plating was installed around the edge of the rotunda along with copper gutters to prevent further leaking issues and damage to the building. Staff will continue to monitor leaking damages and any changes to the interior of the building.

Library Staff:

Library staff has continued to work on Collection Maintenance and Summer Reading programming. P. Santore and A. Guivens have discussed his last day, which will be September 2nd, in order to aid in the Labor Day weekend traffic. Librarian A. Guivens and W. Leathers will be discussing schedule changes for the Fall and Winter. A. Guivens has also joined the American Library Association under a personal membership. Volunteer Sharon Thompson has been working to reorganize the audiobooks and the meeting room to better accommodate our collection and provide shelving space for reference material to be better showcased. Volunteer Jane Morrill-Winter has continued to aid in Children's Story Time and re-organizing the New Book Section.

Statistics:

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

Physical Circulation

	August, 2019	August, 2021	August, 2022
<i>Adult Reading</i>	531	389	386
<i>Youth Reading</i>	52	113	132
<i>Audio Books (CD)</i>	48	47	40
<i>DVDs</i>	258	125	64
<i>Interlibrary borrowing</i>	47	34	29
<i>Passes</i>	15	5	3
Total In-Library	951	713	654

Digital Access Circulation

	August, 2019	August, 2021	August , 2022
--	-------------------------	-------------------------	--------------------------

<i>NH Downloadable Books</i>	102	118	116
<i>Hoopla</i>	19	41	48
<i>Kanopy</i>	0	9	15
Total Digital Access	156	157	182

Grand Total Circulation

August, 2019	August, 2021	August, 2022
1,107	870	836

Unique Users

	August, 2019	August, 2021	August, 2022
<i>In-Library Active Borrowers</i>	203	128	116
<i>NH Downloadable Books</i>	30	29	30
<i>Hoopla</i>	6	10	13
<i>Kanopy</i>	0	1	4

Respectfully Submitted,
Aisilyn Guivens, Librarian

Current Goals with Updates:

1. Reconceive Children's Section to encourage young readers, better address community needs, create plans for cataloguing, organizing, and weeding existing collections, new acquisitions, location and community outreach
 - a. Section re-organized: March 2022
 - b. Re-classifying and re-labelling: Ongoing with plans to finish by year end
 - c. Early and Middle Reader Weeding: Ongoing with plans to finish by year end
 - d. Community Outreach (story times/summer reading): Ongoing
2. Complete review of 24 operational policies
 - a. Review completed: June 2022
 - b. Revisions/Adoption: Ongoing
3. Investigate establishing library internship program with a university including course requirements, staff responsibilities, and amount of time required by staff
 - a. Internship with Plymouth State University: Ongoing, information obtained via email
 - b. Check in with Pamela Harland (Dept. Head at PSU) to continue communication of internship opportunities
4. Offer at least one adult program and evaluate success
 - a. Poetry Talks: local poet has reached out, details to come soon
 - b. Author Talks: several local authors have been contacted, details to come soon
 - i. MJ Pettengill has reached out in interest of doing an author talk
5. Offer at least one summer reading incentive and evaluate
 - a. Children: Ben and Jerry's Reading Challenge, Smitty's Cinema Raffle
 - b. Adults: The Edge Reading Challenge, Libby Museum Raffle
 - c. Both are ongoing with results to be given at the September Meeting
6. By end of year, determine how new materials purchased in 2021 and 2022 matched the reading interests of patrons
 - a. Ongoing
7. Propose 3-6 goals to be accomplished in 2023 by November 2022: Ongoing
 - a. Reorganization of the DVD shelves
 - b. Re-Classify and organize Reference material
 - c. Implement monthly adult programming
 - d. Have all staff receive CPR/AED training

JULY 2022 Treasurer's Report

(8/11/2022)

Expenses	July 2022	2022 YTD	2022 Budget
Gross Salaries	\$5,198.00	\$23,978.00	\$67,000.00
Furnishings/Equipment			\$1.00
Repairs/Maintenance	\$195.00 Update Sign	\$842.62	\$1,000.00
Supplies & Postage		\$460.77	\$2,000.00
Telephone & Modem Rental/IP Address	\$119.52	\$826.94	\$1,500.00
Mileage/Travel		\$170.71	\$1.00
Collection Development			\$1.00
Books, Periodicals, DVDs & Streaming (Note: Hoopla & Kanopy capped at 7 views/patron/month)	\$718.41 Hoopla \$112.89 Kanopy \$0.00	\$2,472.81	\$10,000.00
Landscaping			\$1.00
Special Projects from Gifts (SLSC Pass; NH Historical Society & NHPA Memberships)	\$50.00	\$600.00	\$400.00
Professional Development (NH Library Trustees Association: \$30 per Trustee/Librarian)		\$260.00	\$500.00
Program Projects			\$100.00
Miscellaneous		\$67.24	\$100.00
Computer Maintenance, Software Updates, Licenses	\$425.00	\$2,027.48	\$5,946.00
Legal & Professional Services		\$475.00	\$2,000.00
Total	\$6,705.93	\$32,181.59	\$90,550.00
Nichols Fund			\$9,000.00
Town Appropriation			\$81,550.00
Receipts - Miscellaneous			
Copier/FAX Fees	\$13.25	\$123.35	N/A
Donations	\$23.75	\$61.99	N/A
Lost/Damaged Books			N/A
Sale of Books	\$770.00	\$770.00	N/A
Interest from Savings Account		\$2.62	
Miscellaneous		\$5.03	
Total Misc. Receipts	\$807.00	\$962.99	N/A
Receipts - NMK Bequest		\$212,471.31	