

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

**August 16, 2023**

Minutes

- I. Call to Order:** Meeting called to order at 1pm. Present: Chairperson Ann Xavier, Treasurer Karen Ponton, Secretary Corina Locke, Trustee Stephany Marchut Lavallee, Trustee Emeritus Bette Miller, Alternate Clara Gamboa de Levin, and Alternate David Hughes - Voting
- II. Absent:** Sandy Frost
- III. Order of Agenda and Additional Items:** Motion by K. Ponton to accept Aisilyn Guiven's resignation from the position of Librarian and wished her well in her future endeavors. Second by D. Hughes. Passed unanimously.
- IV. Non-Public Sessions: RSA 91-A:3 II:** At 1:03pm, motion by K. Ponton, second by A. Xavier: to enter into a non-public session RSA 91-A:3, II (a) to discuss a personnel matter. Roll call vote: A. Xavier – yes, K. Ponton – yes, C. Locke – yes, Alternate D. Hughes – yes, and S. Lavallee – yes. Passed unanimously. B. Miller and C. de Levin were present for the non-public session.
  - A. Motion made by K. Ponton to go out of non-public session at 1:13pm. Second by D. Hughes. Passed unanimously.
  - B. Motion made by K. Ponton to go into non-public session RSA 91-A:3 II (b) at 1:15pm. Second by S. Lavallee. Roll call vote: A. Xavier – yes, K. Ponton – yes, C. Locke – yes, D. Hughes – yes, and S. Lavallee – yes. Passed unanimously.
  - C. Motion by A. Xavier to hire Sharon Thompson for the position of temporary library aide for 15 hours per week from Aug. 17<sup>th</sup> to Sept. 9<sup>th</sup> at the rate of \$18.00 per hour. Second by S. Lavallee. Passed unanimously.
  - D. Motion by A. Xavier to go out of non-public session at 1:42pm. Second by S. Lavallee. Passed unanimously.
- V. Reconvene:** Meeting reconvened by A. Xavier at 1:42pm.
- VI. Other Business:**
  - A. Search Committee reestablished to help with finding candidates to interview for Library Assistant and Library Director.
  - B. K. Ponton will post previously used job description for Library Director position ASAP.
  - C. C. Locke will reach out to Aisilyn to retrieve information of the candidates she had scheduled to interview for the Library Assistant position
- VII. Adjournment:** Motion by C. Locke. Second by K. Ponton to adjourn at 1:46pm. Passed unanimously.

Respectfully submitted,  
Corina Locke  
Secretary