

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

**September 27, 2023**

Minutes

**Call to Order:** Meeting called to order at 10:00am. Present: Chairperson Ann Xavier, Treasurer Karen Ponton, Trustee Stephany Marchut Lavallee, Trustee Corina Locke, Trustee Sandy Frost, Trustee Emeritus Bette Miller (non-voting)

- I. **Non-public Session:** At 10:01am, 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, C. Locke – yes, S. Marcut Lavallee – yes. Passed unanimously. B. Miller was present for the non-public session. The Trustees interviewed and then discussed a candidate for the Library Assistant position. Motion by A. Xavier, seconded by K. Ponton to end the non-public session at 10:30am. Passed unanimously.
- II. **Meeting reconvened** at 10:30am. Motion by A. Xavier, seconded by S. Marchut Lavallee: To hire Zachary Jesus as part-time Library Assistant for 15 hours per week at \$19.00 per hour starting October 2, 2023 to December 31, 2024. Passed unanimously.

S. Frost will meet Z. Jesus at the Library at 10:00am on October 2<sup>nd</sup> to take him over to Town Hall to complete employment-related paperwork and background check. K. Ponton will then show him around the Library and have him start reviewing the required Inter-library Loan training videos until A. Xavier arrives to take over.

- III. **Adjournment:** Motion by S. Marchut Lavallee, seconded by S. Frost to adjourn at 10:35am. Passed unanimously.

Respectfully submitted,  
Karen Ponton, Secretary Pro-tempore