

**James E. Nichols Memorial Library  
Board of Trustees  
Meeting Minutes  
Monday, December 18, 2023**

- I. **Call to Order:** Meeting called to order at 10:01 AM by A. Xavier. Present: Chair Ann Xavier, Trustee Sandy Frost, Treasurer Karen Ponton, Trustee Stephany Marchut Lavallee and Alternate David Hughes (voting in place of Secretary Corina Locke). Absent with notification: Trustee Emeritus Bette Miller (non-voting), Trustee Corina Locke and Alternate Clara Gamboa de Levin.
- II. **Approval of Minutes:** November 27, 2023 – Approved with corrections made by K. Ponton to be sent to Secretary, C. Locke. Motion by A. Xavier to accept, seconded by S. Frost. November 29, 2023 – Approved with one edit. Motion to accept by A. Xavier, seconded by K. Ponton. December 7, 2023 – Approved. Motion to accept by A. Xavier, seconded by K. Ponton.
- III. **Order of Agenda**

**IV. Chairperson's Report:** A. Xavier met with architect, Christopher Williams to look at the library basement. C. Williams would like copies of the basement plans. C. Williams and his intern will look at plans in January. It was noted that C. Williams should sign a document prepared by the Trustees that he has the plans. Trustees discussed their thoughts on the use of the basement in the future. Holding a public hearing will be a good way to receive public input.

Attorney Anna Cole completed a Letter of Appointment for Dr. Linda Verge for the position of Library Director/Librarian.

Discussion was had on a policy written for overtime in the employee manual. This will be discussed at the next Trustee meeting after reviewing the policies.

Ann Xavier appointed S. Frost as Pro-Tem Chair when A. Xavier is not able chair the meetings.

**Non-Public Session:** At 10:42 AM, motion by K. Ponton, seconded by S. Marchut Lavallee to enter a non-public session per RSA 91-A:3,II (a) to discuss a personnel matter. Passed unanimously. Roll call: A. Xavier – yes, K. Ponton – yes, S. Frost – yes, S. Marchut Lavallee – yes, D. Hughes – yes. At, 11:32 a motion to go out of non-public session was made by S. Frost, seconded by A. Xavier. Passed unanimously.

**Meeting Reconvened** by A. Xavier at 11:32 AM.

**V. Treasurer's Report:** K. Ponton will have the November Bank Statement at the January meeting. K. Ponton presented the November Treasurer's Report.

K. Ponton made the motion to enter a contract with ADELXT Computer Company (using unspent appropriated funds) for a new server (\$4,711.84) and labor costs (\$2,800.00). Motion seconded by S. Marchut Lavallee. All in favor.

**VI. Librarian's Report** - None

**VII. Building Committee:** The chairs are not ready for pick-up. Trustees will revisit painting in the back hall and stairwell and would like a more detailed quote from Ogden.

Motion by K. Ponton to authorize Ogden to refinish the library front doors for the amount of \$4,346.00, seconded by A. Xavier. All in favor.

**VIII. Policy Committee** - None

**IX. Strategic Plan:** To be discussed further after receiving public input.

**X. Adjournment:** Motion by A. Xavier, seconded by S. Marchut Lavallee to adjourn at 11:49 AM.

Respectfully Submitted,

Sandy Frost  
Library Trustee