

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

-Approved 6/24/19-

May 20, 2019

Minutes

Call to Order: Meeting called to order at 10:02am. Present: Chairperson Annette Nichols, Susan Gurney, Treasurer Sarah Heath, Bette Miller, Shannon Whalen (until 11:10am), Jo Morse (Alternate), Karen Ponton (Alternate); Librarian Jon Kinnaman

I. Ongoing Business

A. **Review/Approval of Minutes:** Motion by S. Heath, seconded by B. Miller that: The Minutes of April 22, 2019 be approved as written. Passed unanimously.

B. **Treasurer's Report:** S. Heath distributed her Report. Expenses were \$6,051.47. The \$216.67 under *Telephone* is for two months. Checks written from the MVSB accounts were to Alba Architects for final payment (#120) and to Just Hit Print (#122) for an additional copy of the *Building Conditions Assessment Report*. S. Heath reported that the \$4,500.00 check from the Town for the NHPA Grant money was received and deposited; it will appear on this month's statement. K. Ponton asked the Board to consider an organizational membership for \$40.00 in the NHPA. While generally supportive, the Board would like information about other organizations the Library might join. A. Nichols will check with NHLTA. Further discussion on this matter postponed to next meeting. Also, S. Heath has contacted the company managing the Trust to request information on how the Trust is invested; this information is pending. Motion by S. Whalen, seconded by B. Miller that: The Treasurer's Report for April be accepted. Passed unanimously.

C. **Librarian's Report:** (See attached). J. Kinnaman noted that visits to the Library are down significantly this month, compared to the last several years. Use of *Hoopla* is growing, especially for downloading television series to "binge-watch", and he expressed concern about the impact upon the the \$600.00 budgetted for this service. Consensus was to support his recommendation that the use rate be decreased from 8 downloads/month/patron to 4. J. Kinnaman asked if the Board wanted to purchase a pass to the Wright Museum for \$125.00. A pass was not purchased last year; in previous years, only a couple of patrons used it. Consensus was against purchasing, noting that Center Harbor residents can borrow a Wright Museum pass from the Moultonborough Town Library. J. Kinnaman also reported that *Overdrive* was inadvertently not downloaded earlier this year, and asked if the Board would approve contracting with Steve Jussiff of Adel-XT Computer at his hourly rate for this work. Significant concern was expressed over the need to shut down the firewall for the download, as this would leave the Library computer system open and vulnerable to malicious attack. J. Kinnaman was asked to contact other libraries for information about how much *Overdrive* is used. The Board also recommended that downloading *Overdrive* be reconsidered when other computer work is needed and bundled with it to contain cost. In the future, a contract or letter of agreement with the scope of work will be required when outside contractors or professionals are needed. Motion by S. Whalen, seconded by B. Miller that: The Librarian's Report for April-May be accepted. Passed unanimously.

II. New Business

A. **Review Nichols Library Bylaws:** The Board spent significant time discussing the Bylaws and proposed amendments. Some of the main points discussed were:

- Inserting the current mission statement found in the deed and the Policy manual.
- Clarifying that the two (2) appointed members come from a list of qualified candidates recommended by the Library Board.
- Specifying the number of alternates.

- Adding that Trustee terms are staggered. (NHLTA strongly recommended this be added.)
- Adding a new section on how vacancies are filled.
- Much discussion was spent on the responsibilities of the treasurer, especially in regards to the Town appropriation for the Library. S. Heath and A. Nichols may forward possible language to K. Ponton for inclusion in the next draft of proposed amendments. S. Heath also suggested someone attending the NHLTA Annual Conference next week might ask about this.
- Deleting the minimum number of Board meetings per year. (NHLTA did not know whether a minimum number of meetings was required by RSA, and referred K. Ponton to the NH Municipal Association. No minimum is required.)
- Deleting the current *Article: Librarian and Staff*, and replacing it with a new Article that specifies the role and responsibilities of the Librarian.
- Adding that written notice must be given to all Board members before meeting to amend the Bylaws

K. Ponton will incorporate the discussion, including the points above, in a revised draft of proposed Bylaws amendments for the next Board meeting.

B. Other Committee Reports: The *Building Assessment Report* Committee met this morning. S. Gurney has agreed to serve on a Landscape Committee. She will check with the Town about what landscaping services the Town is providing for the Library grounds.

C. July 4th Library Activity: K. Ponton asked the Board to consider “selling” books purged from the Library collection during the Town's July 4th celebration this year. The festivities attract hundreds of people to Center Harbor, presenting a great opportunity to promote the Library to summer visitors, tourists and local residents. She suggested two (2) tables be set up outside, one with books for adult's; the other, with children's books, and that these be offered for free or a small donation. The book “sale” would take place from 9am until about noon, while the footraces are underway. S. Gurney, B. Miller and J. Morse volunteered to help K. Ponton. J. Kinnaman offered the staff's help with setting up the tables and books the day before, and covering them with tarps overnight. The “sale” would be canceled if it rains. Consensus was for the Library to remain closed for the holiday. S. Heath suggested including a Library bookmark in each book, and will arrange for these to be printed.

III. Other Business

A. **NHLTA Annual Conference:** B. Miller, A. Nichols and S. Whalen will attend and carpool.

B. **AED Defibrillator:** Concern was expressed over possibly damaging the Library's historic plaster walls if the AED defibrillator were to be wall-mounted. Consensus was to store the defibrillator in the closet to the right of the main doors, and post a sign so it can be easily located. The defibrillator was generously donated to the Library, along with one for the Town Hall, by Bonnie Burgess in memory of her husband Eugene.

C. **Maintenance Tasks:** S. Gurney asked that replacing the windows shades be added.

D. **Library Trustee Photo for Website/Press Release:** Photo was taken outside Library. Missing was S. Whalen.

E. **Library Tour:** Given the time, tour was postponed to next meeting.

IV. Adjournment: Motion by S. Heath, seconded by S. Gurney to adjourn at 12:05pm. Passed unanimously.

Next Meeting: Monday, June 24th at 10 – 11:30am.

Respectfully submitted,

Karen Ponton, Secretary pro-tempore

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Librarian's Report to the Nichols Library Board of Trustees. April-May 2019

Activity Summary: Circulation and visits in April was down from March. Summer residents appear to be delaying their arrival this year.

Activity Summary

Apr-19

	2012	2013	2014	2015	2016	2017	2018	2019
Library Circulation	767	973	878	840	952	769	642	624
NHDB Circulation	12	38	69	132	97	110	139	139
Hoopla								37
Adj. Monthly circulation	779	1011	947	972	1049	879	781	800
Monthly Visits	456	419	319	357	507	350	309	251

Collection development and maintenance. The Library added 42 items in in march. Staff completed the migration of youth non-fiction to the youth section in the front reading room. We also created special sections for story books featuring fairy tales and folk legends, holidays, and life skills. The New Hampshire collection was moved to the 'prison shelves' in the rea of the stacks. Low circulating 'coffee table' books were merged with the reference collection.

Patron services. Staff responded to 9 reader's advisories and 20 reference questions. There were 20 PC uses and 7 recorded wifi uses inside the library. Two electronic newsletters were sent in May. The library will be partnering with parks and Rec to host a kids story time at the beach on Wednesdays this summer.

Staff/Prof. Development. The Sam Coop met in Holderness on May 16. Topics discussed include weeding practices and current popular titles.