

**James E. Nichols Memorial Library
Board of Trustees
Meeting Minutes
October 24, 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 Ginny Fisher, Trustee Emeritus Bette Miller, Librarian Aisilyn Guivens, Alternate Trustee Corina Locke.

Approval of Minutes September 26, 2022: A. Xavier motioned to approve minutes as corrected, seconded by G. Fisher. Passed unanimously.

Chairperson's Report

Periodical – “The Week”: A. Xavier commented on an article, “Battling Over Books”, which highlights campaigning to ban books from schools and libraries.

Building Repairs: Code Enforcement Officer, Bill Doucette, will write up a RFP for repair of the basement foundation. Work is being done on the firewall, printer and new security cameras.

Treasurer's Report (Attached September 2022 report)

Trustees reviewed the MVSB Checking Account Statement and the Savings Account Statement.

Trustees of Town Trust Fund: K. Ponton presented a letter written to the Trustees of Town Trust Funds. K. Ponton motioned to request Trustees of the Trust Funds withdraw \$1,224.39 from the James E. Nichols Memorial Library Trust Fund to reimburse the Town for book purchases paid from the Town's General Fund. A. Xavier seconded the motion. All in favor. K. Ponton expressed her gratitude to Robin Woodaman, Town Administrative Assistant, for taking the time to work out how to properly access the James E. Nichols Memorial Library Trust Fund.

James E. Nichols Trust Fund Disbursement: The library received a disbursement for the amount of \$4,549.

Proposed 2023 Library Budget: The trustees discussed the Library proposed 2023 budget, Town appropriation and expenditures. K. Ponton motioned to approve the proposed Town appropriation for \$80,701 for the 2023 Town budget. Motion seconded by S. Marchut Lavallee. All in favor. S. Frost made the recommendation to meet again for wish list expenditures at the November and December library trustee meetings.

Acceptance of Donation: K. Ponton motioned to accept a donation of \$25 from an individual. A. Xavier seconded the motion. All in favor.

Doormat and Runner: Trustees agreed to purchase a doormat and runner for the entrance of the library for \$550 from “American Floor Mats”.

Librarian’s Report (October Report Attached)

Library Director, A. Guivens presented the October 2022 report to the Board of Trustees. It was noted that she met with Jeff Haines about removing the recycling from the basement and will be sending an electrician to look at the bathroom light sensor.

Expired Library Cards: NH State Library suggested using 14-digit card numbers.

Digital Marketing: A. Guivens and C. Locke will be working on digital marketing for the library. A. Guivens reported the library has the technology to do it. A trial/pilot will be done first.

Halloween: The library will have a Halloween program for the preschool children in the community. The library will stay open until 5:00 PM to coordinate with the Parks & Recreation activities beginning at 5:00 PM.

Refinishing Tables & Chairs: “Hillhurst Fix and Finish” came to look at the library tables and Windsor chairs. An estimate has not yet been received to refinish them.

Policy Committee

It was reported that the Policy Committee is near completion of reviewing and writing the library policies.

Library Privileges Policy: Policies were streamlined to create the “Library Privileges Policy”. Trustees discussed a limit on the number of books per patron that can be taken out. It was decided that up to 25 items will be added to the policy. K. Ponton motioned to approve the “Library Privileges Policy” with the addition of up to 25 items per patron. A. Xavier seconded the motion. All in favor.

Gifts and Donations Policy: (Specified by NH Law) S. Frost motioned to approve the “Gifts and Donations Policy”, seconded by A. Xavier. All in favor.

C. Locke offered to donate a pop-up tent to the library. A. Guivens recommended that the library accept the donation. K. Ponton motioned to accept the donation of a pop-up tent from C. Locke. Motion was seconded by S. Marchut Lavallee. All in favor.

Deletion of Forms: K. Ponton motioned to delete policies on Automation (2011), Cooperation (2011), and forms for Computer Use Agreement (2009) and Permission for Computer Access by Minors (2009). S. Marchut Lavallee seconded the motion. All in favor.

Building Committee

B. Miller gave an update on restoring the tables and chairs by “Hillhurst Fix and Finish” and the window shades.

Non-Public Session:

At 11:39 AM K. Ponton motioned to go to a non-public session RSA 91-A:3, II(a) to discuss a personnel matter. G. Fisher seconded the motion and the vote was unanimous. Roll Call: A. Xavier – Aye, K. Ponton-Aye, S. Marchut Lavallee – Aye, G. Fisher – Aye, S. Frost – Aye.

At 11:47 AM K. Ponton motioned to end the non-public session. A. Xavier seconded the motion and the vote was unanimous.

Reconvened: At 11:47 AM A. Xavier reconvened the Library Trustees meeting.

There was discussion about recording meeting minutes. It was decided that the minutes shall be written and not recorded as well.

Motion to Adjourn was made by A. Xavier at 11:48 AM, seconded by S. Marchut Lavallee. All in favor.

Respectfully submitted,

Sandy Frost
Secretary, Library Board of Trustees
10/24/2022