

James E. Nichols Memorial Library  
Board of Trustees Meeting  
35 Plymouth Street, Center Harbor, N.H 03226  
Monday January 27, 2025 10 am

- I. Call to order 10:14 am by Chairperson S. Frost  
In attendance A. Xavier, Secretary, C. Gamboa de Levin by zoom, Treasurer, Alternate D. Thiboutot, B. Miller, Trustee Emeritus, absent with notification, J. Weed, Trustee, S.M. Lavallee, Trustee, D. Hughes, Alternate
  
- II. S. Frost moved to approve the minutes from Dec. 16, 2024.  
A. Xavier seconded, vote was unanimous.
  
- III. Chairperson's Report
  - a. S. Frost reminds all Trustees that an expected level of courtesy, and respect towards all residents, neighbors, and fellow board members is required. A positive atmosphere is needed.
  - b. The Annual Report has been written and turned in to the Office of the Selectmen's Administrative Assistant.
  - c. The library annex project will now be known as the Brooks House Project reflecting the project as a community endeavor.
  - d. The library card application was amended to include #4  
Would you like to subscribe to the Library Happenings email updates? S. Frost made the motion to add this line, A. Xavier seconded it, the vote was unanimous.
  - e. Another policy change was voted on from the Library Policy Handbook. As concerning Holidays for employees, the last paragraph has been changed to "If the library is to be open the day before Thanksgiving, Christmas or New Year's, the hours will be 10 am to 1 pm." S. Frost made the motion for this change, A. Xavier seconded it, the vote was unanimous.

- f. All Trustees who will be participating in the Town elections have registered. March 11, 2025 is the town election, March 12, 2025 is the Town Meeting at 6 pm. A special meeting will be called to appoint officers and alternates.
- g. A discussion to form a Morrill Park subcommittee that included a trustee and members of the community was tabled until the February meeting.
- h. Non-Public meeting was called by S. Frost at 10:14 am. As per RSA91-A:3, II Dismissal, promotion, compensation, disciplining, investigation or hiring of a public employee. Roll call, S. Frost, yes, A. Xavier, yes, C. Gamboa de Levin, yes. Matters of staff discussed. Non-Public session was ended at 10:59. Roll call S. Frost, yes, A. Xavier, yes, C. Gamboa de Levin, yes. A motion was made by S. Frost to raise Director L. Verge's hourly wage by 3% and to add two extra paid vacation days. The motion was seconded by A. Xavier, the vote was unanimous.
- i. A Non-Public meeting was called at 11:13. As per RSA 91-A:3 I, ( c ), Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself. Roll call, S. Frost, yes, A. Xavier, yes, C. Gamboa de Levin, yes. A situation of a community member was discussed. Non-Public session ended at 11:30, roll call, S. Frost, yes, C. Gamboa de Levin, yes, A. Xavier, yes.

#### IV. Treasurer's Report

The budget has been submitted to the Selectmen and the Treasurer has attended the first budget hearing . The Treasurer will follow the budget to the March meeting.

#### V. Library Director's Report

a. Strategic Planning began on January 2. The Trustees will meet by zoom with our consultant on February 25, 2025 from 7-9 pm. The main focus is to have the consultant meet with the

trustees and lead them through a strategic planning visioning tool.

b. There are grants available for the Brooks House Property. Ian Davis from the Northern Border Regional Commission , a division of the Dept. of Business and Economic Affairs, reached out to Director Verge. He felt that the Brooks House Project would be a viable project especially if it had classes, workshops and meeting spaces.

c. February 1 will be Take your Child to the Library Day. Games and balloons will be there with a Wonder Book demonstration.

d. The Winter Blahs Workshops will now ask participants for a modest materials fee. A motion to allow a fee was moved by S. Frost, seconded by A. Xavier, the vote was unanimous. The fee will be asked for workshops that have not yet been announced.

e. S. Frost asked L. Verge to ask the Board of Selectmen if J. Haines would be allowed to dismantle the stove in the basement so that it can be brought upstairs and be made available for sale.

f. A Faberge Easter Egg presentation will be held April 5 at the library.

g. L. Verge requested that she be able to attend the NHLA conference being held in Meredith April 17 and 18, 2025. A. Xavier made the motion seconded by S. Frost, and vote was unanimous for L. Verge to attend.

h. The Selectmen have authorized their handyman to add casters to the library kiosks to be able to move them around during presentations.

i. The first annual Cookie Swap was a huge success.

j. AARP also has grants available.

## VII. New Business

A. Xavier would like to bring to the attention of the Board of Selectmen that the exterior of the library needs to be sealed. The limestone is disintegrating in some areas.

VIII. Adjournment was called by S. Frost at 11:47 am, seconded by C. Gamboa de Levin, the vote was unanimous.

Respectfully submitted,  
A. Xavier, Secretary