

James E. Nichols Memorial Library  
35 Plymouth Street Center Harbor, NH. 03226  
Board of Trustees Meeting Minutes  
December 15, 2025

Meeting was called to order by Chairperson S. Frost at 10:02. In attendance, J. Weed, Trustee, S.M.Lavallee, Trustee, B. Miller, Trustee Emeritus, D. Thiboutot, Alternate, voting, A. Xavier, Secretary, L. Verge, Library Director. Absent with notification, C. Gamboa de Levin.

Sandra Frost made the motion to approve the minutes from November 17, 2025. Debra Thiboutot seconded the motion, the vote was unanimous. Sandra Frost made the motion to approve the minutes from December 8, 2025. Debra Thiboutot seconded the motion, the vote was unanimous.

#### Chairperson's Report

1. The Library Master Plan Update was submitted. The plan was written by Director L. Verge.
2. The Library Director's accomplishments for 2025 and goals for 2026 were reviewed.
3. J. Weed will file with the Town to run for reelection as Trustee. Sandra Frost made the motion to recommend D. Thiboutot as Alternate, Jill Weed seconded the motion, the vote was unanimous.
4. 2025 Chairperson's Annual Report was submitted to the Town
5. 2026 Trustee Meeting Dates were decided on. January 26, February 23, March 23, April 27, May 18, June 22, July 27, August 24, September 28, October 26, November 23 and December 21. All meetings will start at 10 AM.
6. Hydrangea bush was removed by J. Haines. S. Frost will contact the Selectmen in the spring for a replacement.
7. Non-Public Session was called by S. Frost. Roll call was taken. A. Xavier, yes, J. Weed, yes, D. Thiboutot, yes, S.M.

Lavallee, yes. As per RSA 91-A:3, for the dismissal, promotion or compensation of a public employee, at 10:32. Compensation for the Director was discussed and tabled until the next meeting on December 22, 2025 . The Non-Public session was ended by S. Frost at 10:57, with roll call, A. Xavier, yes, J. Weed, yes, D. Thiboutot, yes, S.M. Lavallee, yes.

Treasurer's Report. Treasurer was absent. Bank statements were circulated.

### Director's Report

1. Two recently applied for grants were not received. However, the remaining funds from the AARP Grant were used in conjunction with the Police Department to upgrade an exterior camera. 20 new chairs and a chair dolly, a larger projection screen and projector and 7 Stay Sharp Kits were also purchased with the remaining AARP Grant money.
2. Approval of the new patron card was tabled until the December 22 meeting.
3. Assistant M. Wilson will be leaving the library staff at the end of January. L. Verge will be publishing an advertisement for another assistant.
4. L. Verge presented at calendar of events for 2026
5. Obtaining a Square for credit cards during fundraising activities was tabled until the December 22 meeting.
6. Mango Language App was approved for \$1445 with two extra additions, one for sign language and one for children 1-6 years of age. Stephany Marchut Lavallee made the motion to buy the Application, Sandra Frost seconded the motion, the vote was unanimous.
7. A. Xavier will be learning wordpress in order to post minutes and agendas on the Library website.

### Policy Committee

The Policy Committee is in the process of updating vacation policy and the new privacy policy and will have those on December 22, 2025. An attorney will be needed to review the new policies.

### Building Committee

B. Miller will inventory old historical Town Property and Town Receipts held in the safe. S. Frost will then ask the Selectmen for their input.

### New Business

L. Verge reported that an interior basement door is in very bad shape. J. Weed will ask the Selectmen to take a look at it.

Respectfully submitted,  
A. Xavier, Secretary