

James E. Nichols Memorial Library
35 Plymouth Street Center Harbor NH 03226
Library Board of Trustee Meeting Minutes
December 22, 2025. 10AM

Call to Order by Chairperson S. Frost. In attendance, C. Gamboa de Levin, Treasurer, A. Xavier, Secretary, S.M. Lavallee, Trustee, B. Miller, Trustee Emeritus, J. Weed, Trustee, D. Thiboutot.

Alternate

1. Clara Gamboa de Levin made a motion to accept a donation of \$250. Jill Weed seconded the motion, the vote was unanimous.
2. Ann Xavier made the motion to accept the Draft Revision of the Confidentiality Policy. Sandra Frost seconded the motion, the vote was unanimous. The policy will be posted as a draft pending the Attorney review. J. Weed and S.M Lavallee wrote the Confidentiality Policy as per the State Requirements.
3. C. Gamboa de Levin will work with L. Verge to design a new library card.
4. January agenda will include discussion about having the chimneys inspected.
5. Ann Xavier made the motion to allot \$2000 for legal fees for the new policy review. Clara Gamboa de Levin seconded the motion, the vote was unanimous.
6. D. Thiboutot was appointed as an Alternate Trustee by the Board of Selectmen.
7. 10:29 S. Frost called a non-public session. Roll call was taken. A. Xavier, yes, J.Weed, yes, S.M. Lavallee, yes, C Gamboa de Levin, yes. A 3% COLA and two additional vacation days for the Library Director was discussed. The non-public session ended at 10:53. S. Frost called for the end of the session. Roll call. A. Xavier, yes, J. Weed, yes, S.M. Lavallee yes, C. Gamboa de Levin, yes.
8. Vote was taken to give the Director a 3% COLA with two additional 8 hour days as vacation time. Sandra Frost made

the motion for 2026. Ann Xavier seconded the motion, the vote was unanimous. S. Frost will meet with the Director to discuss the year end review.

9. S. Frost called for adjournment at 10:56. C. Gamboa de Levin seconded the motion, the vote was unanimous.

Respectfully submitted,

A. Xavier, secretary