

James E. Nichols Memorial Library  
35 Plymouth Street Center Harbor, NH. 03226  
Library Board of Trustees Meeting  
January 30, 2:30 PM

Call to Order by Chairperson S. Frost at 2:30 PM.. In attendance, J. Weed, Trustee, S.M. Lavallee, Trustee, B. Miller, Trustee Emeritus, D. Thiboutot, Alternate, A. Xavier, Secretary, L. Verge, Director, absent with notification, C. Gamboa de Levin.

At 2:35 Cris Salomon and Clay Hayles, from the Architectural firm of SDA entered the meeting. They presented three plans for the renovation of the library basement. A discussion of the three choices ensued and they will be showing the Trustees more plans at the next meeting on February 9, 2026. SDA left the meeting at 3:05.

Three minutes of past meetings were approved. December 15, 2025 was approved with one change. Sandra Frost made the motion, S.M. Lavallee seconded the motion, the vote was unanimous. December 22, 2025 minutes were approved with one modification. Jill Weed made the motion to approve the minutes, S. Frost seconded the motion, the vote was unanimous. December 30, 2025 meeting minutes were approved with modifications. Ann Xavier made the motion to approve the minutes, S. Frost seconded the motion, the vote was unanimous.  
Chairperson's Report

1. Attorney Coleen Penacho reviewed the new policy, ("Confidentiality of Patrons Record Policy and Form") and made additions. The Policy Committee will review the additions, and that will be voted on at a later meeting.
2. Chairperson's Annual Report was submitted to the Town.
3. The new employee, Lisa Merriman is now on the job.
4. S. Frost, B. Miller and A. Xavier met with the SDA Architects on December 22, 2025. Codes and plans for the renovation were discussed. B. Miller dropped off library plans, and SDA later measured both floors of the library.

## Treasurer's Report

2025 Budget was submitted and an annual report, which was a summary of expenditures.

## Director's Report

1. Mail Chimp will be replaced by Mail Poet. Sandra Frost made the motion , J. Weed seconded it, the vote was unanimous.
2. Upcoming Events. Take Your Child to the Library event February 7, 2026. A Valentines Craft event will be held then. A Puzzle Swap will be held February 23, 2026. And a Free AARP HomeFit Presentation will take place on Saturday, March 28, 10AM-11:30AM. Attend in person or by zoom.
3. L. Verge will be reviewing options for a payment system for purchases and donations for the library.
4. L. Verge will be applying for a grant from ARSL, Association for Rural Small Libraries.
5. The staff has been trained on how to use the new language program Mango Languages.
6. New Library Cards are coming. Non residents will not have access to online downloadable books, Libby, Hoopla and Kanopy
7. Author Mark Helfat, who is also veterinarian, wants to donate copies of his book. Ann Xavier made the motion to accept the books, S. M. Lavalley seconded the motion, the vote was unanimous.

## New Business.

A. Xavier spoke about forming a Friends of the Library Group. This will be discussed at the February 9 meeting.

Sandra Frost called for adjournment at 4:40PM. A. Xavier seconded the motion, the vote was unanimous.