

James E. Nichols Memorial Library
Trustee Meeting Minutes
35 Plymouth Street. Center Harbor, NH. 03226
June 22, 2026. 10AM

1. Call to order by Chairperson Sandra Frost at 10AM. In attendance, J. Weed, Trustee, S.M. Lavalley, Trustee, B. Miller, Trustee Emeritus, A. Xavier, Secretary, D. Thiboutot, Alternate, L. Verge, Director.

2. Sandra Frost made the motion to approved the minutes from May 18, 2026. Debra Thiboutot seconded the motion, the vote was unanimous.

3. Chairperson's Report

a. S. Frost met with Milestone Construction twice. The first meeting was with subcontractors and Clay Hayles from SDA, the second meeting was with and an additional contractor.

b. Stakes will be posted as to where the atrium entrance will be, on July 24, the day before the next Public Hearing, on July 25, at 9AM.

c. Project estimates will come at the Public Hearing.

d. MVSB will be donating \$500 towards the summer reading program, Pages for Pizza.

e. Non-Public Session. Sandra Frost made the motion to go into a Non-Public Session at 10:19, as per RSA91-A:3 - Dismissal, promotion, compensation, discipline, investigation or hiring of a public employee. Roll call was taken, Sandra Frost, yes, Ann Xavier, yes, Stephany Marchut Lavalley, yes, Jill Weed, yes, Debra Thiboutot, voting for C. Gamboa de Levin, yes.

Letters were read as to the resignation of Library Assistant Lisa Merriman. Candidates for her replacement were discussed. New newspaper ads will be run til July 13, 2026.

Sandra Frost made the motion to go out of Non-Public Session at 10:41. Roll call was taken. Ann Xavier, yes, Debra Thiboutot, yes, Jill Weed, yes, Stephany Marchut Lavalley, yes. Public Session was entered at 10:41. 4. Treasurer's Report

C. Gamboa de Levin, Treasurer, entered the meeting at 10:15. and presented the current budget report. All spending was explained.

C. Gamboa de Levin left the meeting for a family medical appointment at 10:25.

5. Building Committee

- a. B. Miller reported that a repair to the outside water faucet was needed and was reported to the Selectmen. L. Verge reported that the repair had been made.
- b. S. Frost and L. Verge discussed recent water in the basement and that an alarm had gone off at Mango. L. Verge will ask Mango to check the status of the alarm since it may be faulty.
- c. The Director's Office deadbolt has been approved by the Selectmen and L. Verge will call A & B Lock to have it installed.

6. Policy Committee Report

J. Weed handed out revised version of the Employee Vacation Request Policy. Sandra Frost made the motion to accept the new policy, Debra Thiboutot seconded the motion, the vote was unanimous.

Director's Report

- a. L. Verge reported that the sandwich board has some fraying and reported a new one can be purchased for about \$250. This request was tabled til next meeting.
- b. L. Verge showed that new library card applications needed revisions. J. Weed will draft a new application.
- c. B. Miller will be exploring plug in cameras and new batteries for the current ring cameras.
- d. Having the Loon Conservation Committee talk at the library for \$100 tabled til next meeting.
- e. The League of Women Voters have a flyer that will be allowed to be up in the library.

- f. July 3 at 5P.M. Trustees will help bring books for sale at the July 4 festivities up to the first floor of the library. Trustees will set up the sale on July 4 at 8A.M. There will be no rain date. The Treasurer will be asked about a Venmo account.
- g. July 5 There will be a Pot Luck Pie Event outside the library, followed by Rebels and Red Coats Presentation inside the library.
- h. Fundraising Strategy with Sarah Andrew's was tabled til next meeting.
- i. Basement tours will not be allowed so photos of the current basement will be used instead.

New Business

- A. Xavier reported that workshops at the annual NHLTA Conference were interesting and many pertained to raising money for small libraries and preserving historic libraries.
- S. Frost reported that Betsy's Park in Holderness was available for special events for Center Harbor.

Sandra Frost made the motion to adjourn at 11:46, Debra Thiboutot seconded the motion, the vote was unanimous. The next meeting is on July 27, 2026, 10 A.M.

Respectfully submitted,
Ann Xavier, Secretary