

James E. Nichols Memorial Library
Trustee Meeting Minutes
35 Plymouth Street. Center Harbor, NH. 03226
July 27, 2026. 10 AM

The meeting was called to order by
Chairperson Sandra Frost at 10 AM. Absent with notification,
Alternate Debra Thiboutot. In attendance, Jill Weed, Trustee,
Stephany Marchut Lavallee, Trustee, Clara Gamboa de Levin,
Treasurer, Bette Miller, Trustee Emeritus, Ann Xavier, Secretary.

1. Sandra Frost called for the approval of the minutes from June 22, 2026 with one correction. Jill Weed seconded the motion, the vote was unanimous. Sandra Frost called for the approval of the minutes for July 23, 2026. Jill Weed seconded the motion. The vote was unanimous. Sandra Frost made the motion to approve the minutes from July 25, 2026. Jill Weed seconded the motion. The vote was unanimous.

a. Sandra Frost called for a Non-Public Session as per RSA 91-A:3 , dismissal, promotion, compensating, disciplining, investigating or hiring of a public employee, at 10:06. Roll call was taken, Ann Xavier, yes, Stephany Marchut Lavallee, yes, Sandra Frost, yes, Clara Gamboa de Levin, yes, Jill Weed, yes. The hiring of a part time employee was discussed. Sandra Frost made the motion to come out of Non-Public Session at 10:19. Jill Weed seconded the motion. Roll call was taken, Ann Xavier, yes, Jill Weed, yes, Stephany Marchut Lavallee, yes, Clara Gamboa de Levin, yes, Sandra Frost, yes. Sandra Frost made the motion to hire Madison Reynolds as a part time employee for 11 hours per week. Stephany Marchut Lavallee seconded the motion, the vote was unanimous. The current Library hours will remain as is.

b. Discussion ensued about the meeting with SDA Architects. What was explained was that the bulk of the expense was from excavating the basement floor and installing all new systems. In early January, 2027, a Public Meeting will be held to vote on the acceptance of having the Library basement renovated. Cris

Salomon estimated the cost at 2.1 to 2.3 million dollars, with about 8 months for construction time and 2 months of Library closure. All funds for the renovation should go to the Friends Group and be unrestricted.

2. Treasurer's Report

The Treasurer reported all spending is within projected estimates.

3. Building Committee

- a. S. Frost reported that a pipe in the basement had been looked at and it was determined that no action would be taken at this time.
- b. A shade in the meeting room came down and S. and G. Frost will put it back up.

4. Policy Committee

- a. A new addition to the Library Card was presented to J. Weed and a vote will take place next meeting.
- b. Sandra Frost presented a Waiver and Release Liability form. Clara Gamboa de Levin made the motion to accept the form, Ann Xavier seconded the motion, the vote was unanimous.

5. Director's Report

- a. Bette Miller presented her research on battery replacement for the cameras. Clara Gamboa de Levin made the motion to purchase a new set of rechargeable batteries. Jill Weed seconded the motion, the vote was unanimous.
- b. L. Verge has purchased new inserts for the outside sandwich board.
- c. L. Verge asked the Trustees if they want to have a Loon Talk at the library for \$100. Clara Gamboa de Levin made the motion to approve the talk, Sandra Frost seconded the motion, the vote was unanimous. Sandra Frost left the meeting at 11:20 AM.
- d. L. Verge explained what World of Books company does as far as buying weeded books. It was agreed to give it a trial run.

- e. A patron wants to donate his library and it was decided to bring this up at a Friends Meeting since the Library does not accept donated books.
- f. A patron asked about having a mahjong club at the Library. L. Verge will get more information.
- g. A standard membership will be renewed for the NH Preservation Alliance.

Adjournment was called at 11:46 by Ann Xavier. Stephany Marchut Lavalée seconded the motion, the vote was unanimous. The next Trustee meeting will be August 12, 2026.

Respectfully submitted,
Ann Xavier, Secretary