James E. Nichols Memorial Library
35 Plymouth Street. Center Harbor, NH. 03226
September 28, 2026. 10AM

Chairperson Sandra Frost called the meeting to order at 10:04. In attendance, Trustee J. Weed, Trustee S. M. Lavallee, Trustee Emeritus, B. Miller, Alternate D. Thiboutot, Treasurer C. Gamboa de Levin, Secretary A. Xavier.
Sandra Frost made the motion to approve the minutes of August 24, 2026. Clara Gamboa de Levin seconded the motion, the vote was unanimous. Sandra Frost made the motion to approve the minutes of August 25, 2026. Jill Weed seconded the motion, the vote was unanimous. Sandra Frost made the motion to approve the minutes from August 26, 2026. Clara Gamboa de Levin seconded the motion, the vote was unanimous. Sandra Frost made the motion to approve the minutes of September 1, 2026. Jill Weed seconded the motion, the vote was unanimous. Sandra Frost made the motion to approve the minutes of September 17, 2026, Jill Weed seconded the motion, the vote was unanimous. At 10:09 Chairperson 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. Roll call was taken, Ann Xavier, yes, Stephany Marchut Lavallee, yes, Sandra Frost, yes, Clara Gamboa de Levin, yes, Jill Weed, yes. Discussion ensued about L. Verge's last day of employment and training days and hours, and a contract for the new Director, Christine Marie. Sandra Frost made the motion to come out of Non-Public Session at 10:42 AM. Sandra Frost made the motion to enter another Non-Public Session at 10:42. Roll call was taken. Sandra Frost, yes, Jill Weed, yes, Clara Gamboa de Levin , yes, Ann Xavier, yes Stephany Marchut Lavallee, yes. Discussion ensued about changing Library hours and discussion with Library Assistance Zachary Jesus about those changes. Z. Jesus will be having a three year review. Sandra Frost called to end the Non-Public Session at 10:59.

Directors L. Verge's joined the meeting at 11:04AM. Additions and changes to the agenda were made.

Chairperson's Report

a. Z. Jesus will have a an employee review. He is recognized as a valuable asset to the Library. Sandra Frost made the motion to increase Z. Jesus hourly wage to $21.60. Jill Weed seconded the motion, the vote was unanimous.

b. Discussion of changing Library hours was tabled until the next Finance Meeting, September 29, 2026.

c. Confidentiality Training for all Town employees will be held. Also a power point for First Amendment Do's and Don'ts will be provided for all Town employees.

d. A New Directors Workshop will be held in Concord October 9, 2026, for 5 hours. New Director Christine Marie will need to register for this workshop. Sandra Frost made the motion to compensate C. Marie and also with mileage . Clara Gamboa de Levin seconded the motion, the vote was unanimous.

e. A Budget Meeting will take place tomorrow at the Library at 10:00 AM, September 29, 2026.

Treasurer's Report

All expenditures are within appropriate guidelines. C. Gamboa de Levin will print out all subject lines for the Finance Meeting

D. Thiboutot left the meeting at 11:41.

Director's Report

a. Autumn Knitting and Crocheting Workshop will take place October 19, 2026, November 16, 2026 and December 10:30-11:30, led by Jill Weed.
b. Policy for Printing. Clara Gamboa de Levin made the motion to create a code for the printer that can be used for Staff, Patrons and Friends. Jill Weed seconded the motion, the vote was unanimous.
c. A Workwise Compliance Poster will be ordered from the same company that the Town orders from.

d. Sandra Frost made the motion to accept all donated books and slides from a deceased patron. Clara Gamboa de Levin seconded the motion, the vote was unanimous. L Verge will notify the owner, and that all books might not be kept.
e. Sandra Frost made the motion to change the Chair Yoga Waiver form to include Linda Hopper's name and the Nichols Library name. Jill Weed seconded the motion, the vote was unanimous.
f. Sandra Frost made the motion to renew the contract with Mango Languages, ASL and Little Pim. It was noted the fees are less than the first year. ancestry.com was also renewed. The motion was seconded by Clara Gamboa de Levin, the vote was unanimous.
g. Bette Miller will investigate getting the clock repaired, and will also glue one of the chairs.
h. Building keys were counted.
i. The Training Schedule for C. Marie was revamped. Sandra Frost made the motion to accept the new schedule with a start date of November 16, 2026. Jill Weed seconded the motion, the vote was unanimous.
j. Jill Weed made the motion to accept the new Library Card Application. Clara Gamboa de Levin seconded the motion, the vote was unanimous.

Sandra Frost called for Adjournment at 12:21PM, Clara Gamboa de Levin seconded the motion, the vote was unanimous.

Respectfully submitted,
Ann Xavier, Secretary