

**Town of Center Harbor
James E Nichols Memorial Library
35 Plymouth Street, Center Harbor**

**Board of Trustees Meeting
Monday, March 7, 2022
10:00am – 11:30am**

Agenda

- I. Call to Order
- II. Order of Agenda & Additional Items
- III. Approval of Minutes of January 24, 2022
- IV. Chairperson's Report
 - 1. Return of Library Property
 - 2. Town Meeting: Voting March 8th & Business Session March 9
 - 3. Water Mitigation Project: Gutter Option per Meeting with Contractor
 - 4. Other
- V. Treasurer's Report
 - 1. Monthly Report with Bank Statement
 - 2. Report of February 2nd Budget Hearing
 - 3. Library Trust under Trustees of Trust Funds
 - 4. Proposed Policy on Use of Checking Account
 - 5. Library Credit Card & Proposed Policy
 - 6. Acceptance of Donations per RSA 202-A:4-c, III (b)
 - 7. Other
- VI. Librarian's Report
 - 1. Temporary Staff
 - 2. Proposed Library Assistant Job Description & Posting Notice
 - 3. Proposed New Layout for Bookcases
 - 4. Thursday Open Hours
 - 5. Other
- VII. Unfinished/Continuing Business
- VIII. Committee Reports
 - A. Building Committee
 - 1. Inventory of Furnishings, Other Property & Contents of Safe
 - 2. Mosler Safe in Basement
 - B. Policy Committee: Review of Workplace & Sexual Harassment, Alcohol & Drugs, Security, Medical Benefits, COBRA, Life Insurance AD&D, Workers' Comp, Grievance, Discipline, and Volunteer Policies
- IX. New Business
- X. Other Business
 - A. Non-public Session, if necessary
 - B. Next Meeting: Monday, March 28th at 10:00am