

James E Nichols Memorial Library
Board of Trustees Meeting
Monday, March 28, 2022
10:00am – 11:30am
Agenda

- I. Call to Order
- II. Order of Agenda & Additional Items
- III. Approval of Minutes of March 7, 2022

- IV. Chairperson's Report
 1. Letter Sent re: Return of Library Property - Update
 2. Water Mitigation/Roof Project: Gutter Option
 3. Safe
 4. Other

- V. Treasurer's Report
 1. Monthly Report & Bank Statement
 2. Annual Audit
 3. Library Trust under Trustees of Trust Funds - Update
 4. Proposed Revision to Policy on Use of Checking Account
 5. NMK Trust - Update
 6. Acceptance of Donations per RSA 202-A:4-c, III (b), if needed
 7. Other

- VI. Librarian's Report
 1. Fire Inspection Report, including AED and Fire Extinguishers
 2. Revised Draft Library Assistant Position Description & Posting
 3. Draft Position Description for Summer Library Aide
 4. Other

- VII. Unfinished/Continuing Business
 1. Lions Club Bench
 2. July 4th Book "Sale"
 3. Acceptance of Donated, Used Materials
 4. Library Passes
 5. Other

- VIII. Committee Reports
 - A. Building Committee
 1. Clock Repair
 2. Inventory of Library Property - Update
 3. Other

 - B. Policy Committee
 1. Request by S. Frost to Revisit Policies
 2. Personnel Policy Manual: Proposed "Tweaks" & Legal Review

- IX. New Business
 - A. Appointment of Chairperson, Treasurer & Secretary
 - B. Meeting Schedule for 2022-23
 - C. NHLTA Spring Conference - Tuesday, May 10 8:00am-3:45pm in Concord. \$50.00 Fee
 - D. Other

- X. Other Business
 - A. Non-public Session, if necessary
 - B. Other