

**James E. Nichols Memorial Library  
Board of Trustees Special Meeting  
Monday, Sept. 25th, 2023 @ 10:00am**

- I. Call to Order:** Meeting called to order at 10:02am by A. Xavier.  
In attendance: Chairperson Ann Xavier, Treasurer Karen Ponton, Secretary Corina Locke, Trustee Stephany Marchut Lavallee, Trustee Sandy Frost, Trustee Emeritus Bette Miller
- II. Approval of Minutes: Aug. 28<sup>th</sup> and Sept. 6<sup>th</sup>** – Motion to approve minutes, seconded by S. Lavallee.  
Passed unanimously.
- III. Order of Agenda and Additional Items**
- IV. Chairperson's Report**
  - A. Email from James Allen: Sent a nice feedback email to A. Xavier
  - B. Trustees make sure to inform Librarian and/or Assistant Librarian ahead of time of any visits pertaining to library business
  - C. Ask Librarian and/or Assistant Librarian about decorating prior to doing so: review with the Chair prior to doing anything with the library
  - D. Sept. 30<sup>th</sup> Author Talk @ 10am – Nicole Gotti: S. Lavallee & S. Frost will run the Author Talk. The library will provide water. We need to bring up folding chairs from the basement. Arriving at 9:30am for set up. C. Locke to create a flier with Time, Date, Location info.
  - E. Basement Drainage – C. de Levin, B. Miller, K. Ponton and A. Xavier have been emptying the humidifier on a regular basis.
  - F. Search Committee:
    - Library Assistant: - Potential Interview Wednesday or Thursday at 10am – K. Ponton will reach out to potential candidates to confirm the date and time.
      1. Diana Heart, offered to work at the library and the board will set up a time to meet Diana to review potentially working part time. K. Ponton will reach out to schedule a meeting with Diana and the board potentially on Sat, Sept. 30<sup>th</sup> at 11:30am
    - Librarian – Still searching for potential candidate
- V. Treasurer's Report**
  - A. August Monthly Report & Bank Statements
    - Trustees reviewed the August Report and Bank Statements. No questions asked.
  - B. Trustees of Trust Funds Request Letter
    - K. Ponton put a letter together to request the funds of \$90.11. The following Trustees signed the letter: S. Frost, S. Lavallee, K. Ponton, C. Locke and A. Xavier.

S. Frost makes a motion, second by A. Xavier to seek legal advice regarding disbursement from the library trust funds under the Trustees of Trust Fund. Passed unanimously. K. Ponton will execute.

  - C. 2024 Budget Planning
    - Reviewed DRAFT, but will revisit in October.
  - D. Other - none
- VI. Librarian's Report - None**

**VII. Building Committee Report**

**A. Painting Update**

- Ogdon Construction to finish the bathroom trim and inside of the bathroom door along with the inside of the closet around the Mango alarm. Will ask for them to review the back hallway & front door for a quote.

**B. Chairs**

- K. Ponton and B. Miller took the chairs down to Concord on Sept. 10<sup>th</sup> and are waiting for an update from the prison.

**C. Moose Head**

- K. Ponton confirmed the last moose head has been cleaned.

**D. Other**

- B. Miller requested a diagram of the dry well location. A. Xavier will ask the selectmen for this diagram.

**VIII. Policy Committee Report:**

**A. Investment Sub Committee:**

- Last policy to review and update is the library's finance policy. The Investment Sub Committee has yet to meet, but needs guidance from the board. They need to know more details of what the library's short- and long-term goals are. S. Lavallee proposes time be allocated in the next meeting to talk specifically of the library's strategic plans. The board agrees to block off 30 minutes at the next Board of Trustees Meeting on Monday, Oct. 30<sup>th</sup>.

**IX. Non-public Session per RSA 91-A:3, II**

**X. Unfinished/Continue Business**

**XI. New Business/Other Business**

- NH Library Trustees Association: Trustee Orientation workshop Monday, Oct. 23<sup>rd</sup> at 10am – 2pm, Center at Triangle Park, 25 Triangle Park Dr. Concord, NH

**XII. Adjournment:** Motion by A. Xavier, seconded by S. Lavallee to adjourn at 11:46am Passed unanimously.

Respectfully submitted,  
Corina Locke  
Secretary  
Atts (2)

James E. Nichols Memorial Library  
**August 2023 Treasurer's Report**

<b>Expenses</b>	<i>August 2023</i>	<i>2023 Year-to-Date</i>	<i>2023 Town Appropriation</i>	<i>2023 Budget</i>
Gross Wages (Librarian 30hrs/wk; assistant 15hrs/wk; summer aide 10hrs/wk for 2 months)	\$3,981.00	\$34,023.55	\$55,000.00	\$55,000.00
Furnishings/Equipment	\$119.95	\$131.94 \$5,231.00 Book Return NF	\$1,000.00	\$1,000.00 (\$5,000 NF)*
Repairs/Maintenance (Clean rugs \$285, clock \$120; ST \$405)	\$0.00	\$3,793.38 \$8,333.22 Painting NF [\$2,701.00 NF2022]	\$5,500.00	\$19,500.00 (\$10,000 NF)*
Supplies	\$359.16	\$1,426.14	\$1,500.00	\$1,500.00
Telephone	\$0.00	\$846.74	\$1,500.00	\$1,500.00
Mileage (IRS \$0.625/mi)	\$0.00	\$417.50	\$500.00	\$500.00
Books & Periodicals (Downloadable Books \$726)	\$634.07 Hoopla \$108.25 Kanopy \$37.00	\$4,113.58	\$8,000.00	\$8,000.00
Landscaping	\$0.00	\$0.00	\$1.00	\$1.00
Special Projects from Gifts/Passes	\$50.00	\$650.00	\$600.00	\$600.00
Professional Development	\$0.00	\$420.00	\$500.00	\$500.00
Programs/Projects	\$0.00	\$107.11	\$400.00	\$400.00
Miscellaneous	\$0.00	\$150.05	\$200.00	\$200.00
Computer Maintenance Contract, Software Updates, Licenses (Contract \$850, OPAC Snapshot \$395, Webroot Antivirus \$213.75, WordPress \$96, Canva \$120, Camera Software \$120; ST \$1,794.75)	\$71.25	\$2,786.00	\$5,000.00	\$5,000.00
Legal & Professional Services	\$0.00	\$0.00	\$1,000.00	\$1,000.00
<b>Total</b>	\$5,215.43	\$62,430.21		\$95,701.00
<b>Nichols Fund*</b>		\$13,564.22 (2023) \$5,231.00 Book Return \$8,333.22 Painting [\$2,701.00 (2022)]		\$15,000.00*
<b>Town Appropriation</b>		\$48,865.99	\$80,701.00	\$80,701.00

<b>Receipts - Miscellaneous</b>				<i>2023 Budget</i>
Copier/FAX Fees	\$54.40	\$272.85		\$200.00
Donations	\$12.00	\$3,636.08		\$300.00
Lost/Damaged Books	\$0.00	\$17.00		\$1.00
Sale of Books	\$269.00	\$406.00		\$600.00
Interest from Savings Accounts (2)	\$0.06 \$1.78	\$158.70		\$250.00
Miscellaneous	\$0.00	\$10.00		\$1.00
Nichols Trust Dividends (2)	\$0.00	\$0.00		\$7,500.00
<b><i>Total Misc. Receipts</i></b>	\$337.24	\$4,500.63		\$8,852.00