

**James E. Nichols Memorial Library
Board of Trustees Special Meeting
Monday, Oct. 30th, 2023 @ 10:00am**

- I. **Call to Order:** Call to order at 10:03am by A. Xavier
In attendance: Chairperson Ann Xavier, Trustee Sandy Frost, Treasurer Karen Ponton, Trustee Stephanie Lavallee, Secretary Corina Locke, Trustee Emeritus Bette Miller and Alternate Clara de Levin, and Interim Library Director Deb Hoadley
Absent: Alternate David Hughes.
- II. **Approval of Minutes: Sept. 25th and Oct. 6th :** K. Ponton makes a motion to approve the minutes, second by A. Xavier. Passed unanimously.
- III. **Order of Agenda and Additional Items**
 - A. Where to post Agenda: State RSA says 2 locations. A. Xavier proposed to amend the bylaw to state "Meeting agenda be posted online and the Town Hall" only. A. Xavier will put the change in writing along with changing the 5 days written requirement bylaw. The board will vote for the changes in the Nov. meeting.
 - B. Policies location: Google Drive starting with the Director's Gmail account. C. Locke will work with Librarian to create the Google Drive that will contain Board Meeting Agendas, Minutes, Policies and other documents shared with board members.
 - C. Christmas Tree Lighting Saturday, Nov. 25th at 5pm, and then tree lighting at the library and caroling in the Center Harbor.
- IV. **Chairperson's Report**
 - A. Updated on Librarian Candidates and Search Committee: Interview at 11:30am today
 - B. 30 Minutes for Financial Strategic Planning: See notes below
 - C. Discuss full time Librarian added to the budget discussions – set dates for budget planning
 - D. Future Planning – Second egress to basement or feasibility of addition: A. Xavier would like the board of trustees to think about adding a second egress to the basement for future use (ADH compliant). Board members will review the letter from Ken Balance regarding the use of the library's basement. S. Lavallee notes this is a subject appropriately for future planning.
 - E. Make sure motions are added to the agenda before trustees are asked to vote. A. Xavier requested to give the trustee time to think about subjects before making a motion. S. Frost, adds please show respect to each other and our mission to the library and what we do.
 - F. Amendments to letters of employment for Assistant Librarians and Summer Aid, will be reviewed under Librarian's Report.
- V. **Treasurer's Report**
 - A. September Monthly Report & Bank Statements: Line item Interest from Savings Accounts does not include CD interests.
 - B. Acceptance of \$50 Donation per RSA 202-A:4-c: K. Ponton makes a motion to accept donations from an individual in memory of Kevin Patrick Desmond. Second by C. Locke. Passed unanimously.
 - C. Finish Proposed 2024 Appropriation Budget (Meeting with Selectmen Board Nov. 15, 2023): K. Ponton reviewing the Proposed 2024 Gross Wages Line Item with Staffing Options. Total wages

in the report does not include benefits if applied, benefits are calculated by the town. Meeting with the Selectmen to present the 2024 Library Budget on Nov. 15th. A. Xavier makes a motion to propose the 2024 budget as amended. Second by S. Frost. Passed unanimously.

D. Finish Proposed 2024 Library Budget: Gross Wages to change to \$79,000

E. Other:

VI. Librarian's Report: See Report. D. Hoadley will get pricing for KOHA as an option over the current system ATRIUM.

VII. Building Committee Report

A. Birds at the Library Entrance: B. Miller put up an owl to deter the birds from perching. The selectmen are aware and we can try different options if needed. Still waiting on the update for when chairs can be picked up.

VIII. Policy Committee Report

IX. Unfinished/Continue Business

X. New Business/Other Business

A. Investment Sub Committee

1. 30 Minutes to discuss strategic planning: Wait until we have the new Librarian on board. S. Lavalley and B. Miller went to the NH Library Trustee Orientation and came back with the question, "How do we pull the community to help with creating a strategic plan for the library?" Board members all agree to pin it until a new Librarian Director has been hired.

B. Search Committee Update

XI. Non-public Session per RSA 91-A:3, II (b) Purpose to hire a library employee : Motion by K. Ponton, second by S. Lavalley at 11:28am. Passed unanimously. Roll Call: A. Xavier - yes, S. Frost - yes, K. Ponton - yes, S. Lavalley - yes, C. Locke - yes, B. Miller - no, and C. de Levin - no

A. S. Frost makes a motion to hire Dr. Linda Verge Library Director for 30 hours a week at \$32 per hour effective Jan. 1, 2024 to Dec. 31, 2024. Second by S. Lavalley. Passed unanimously.

XII. Adjournment: Motion to to end non public session at 12:39pm by K. Ponton, second by A. Xavier. Motion to adjourn meeting by K. Ponton, second by C. Locke at 12:40pm.

Respectfully submitted,
Corina Locke
Secretary
Atts (5)

James E. Nichols Memorial Library
September 2023 Treasurer's Report

Expenses	<i>September 2023</i>	<i>2023 Year-to-Date</i>	<i>2023 Town Appropriation</i>	<i>2023 Budget</i>
Gross Wages	\$810.00	\$34,833.55	\$55,000.00	\$55,000.00
Furnishings/Equipment	\$0.00	\$131.94 \$5,231.00 Book Return NF	\$1,000.00	\$1,000.00 (\$5,000 NF)*
Repairs/Maintenance (Refinish 9 chairs \$1,185)	\$250.00 Moose Head	\$4,043.38 \$8,333.22 Painting NF [\$2,701.00 NF2022]	\$5,500.00	\$19,500.00 (\$10,000 NF)*
Supplies	\$0.00	\$1,426.14	\$1,500.00	\$1,500.00
Telephone	\$261.04 Aug & Sept	\$1,107.78	\$1,500.00	\$1,500.00
Mileage (IRS \$0.625/mi)	\$56.38	\$473.88	\$500.00	\$500.00
Books & Periodicals (Downloadable Books \$823)	\$603.01 Hoopla \$111.62 Kanopy \$40.00	\$4,716.59	\$8,000.00	\$8,000.00
Landscaping	\$0.00	\$0.00	\$1.00	\$1.00
Special Projects from Gifts/Passes	\$0.00	\$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, WordPress \$96, Canva \$120, Camera Software \$120; ST \$1,281.00)	\$0.00	\$2,786.00	\$5,000.00	\$5,000.00
Legal & Professional Services	\$0.00	\$0.00	\$1,000.00	\$1,000.00
Total	\$1,980.43	\$64,410.64		\$95,701.00
Nichols Fund*		\$13,564.22 (2023) \$5,231.00 Book Return \$8,333.22 Painting [\$2,701.00 (2022)]		\$15,000.00*
Town Appropriation		\$50,846.42	\$80,701.00	\$80,701.00

Receipts - Miscellaneous				<i>2023 Budget</i>
Copier/FAX Fees	\$51.30	\$324.15		\$200.00
Donations	\$25.33	\$3,661.41		\$300.00
Lost/Damaged Books	\$0.00	\$17.00		\$1.00
Sale of Books	\$0.00	\$406.00		\$600.00
Interest from Savings Accounts (2)	\$0.06 \$1.79	\$160.55		\$250.00
Miscellaneous	\$0.00	\$10.00		\$1.00
Nichols Trust Dividends (2)	\$0.00	\$0.00		\$7,500.00
Total Misc. Receipts	\$78.48	\$4,579.11		\$8,852.00

James E. Nichols Memorial Library

2024 Proposed Budget – Worksheet October 2023

Expenses	2023 Town Appropriation	2024 Proposed Town Appropriation	2024 Proposed Nichols Fund	2024 Proposed Budget/Notes
Gross Wages (Librarian 30hrs/wk x 10 weeks & 36hrs/wk x 42 weeks; assistant 15hrs/wk; summer aide 10hrs/wk for 10 weeks)	\$55,000.00	\$70,680 (^29%) (52 Pay Periods)		\$15-SummerAide: \$1,500 \$19-LibAssistant: \$14,820 \$30-Librarian: \$9,000 (PT) + \$45,360 (FT) = \$54,360 [\$46,800(PT) - \$56,160(FT) (52wks)] [No raise included]
Subcontracts		\$1.00		
Furnishings/Equipment	\$1,000.00	\$1,000.00		
Repairs/Maintenance	\$5,500.00	\$5,500.00		
Supplies	\$1,500.00	\$1,500.00		
Telephone	\$1,500.00	\$1,500.00		
Mileage (IRS \$0.625/mi)	\$500.00	\$500.00		
Books & Periodicals (Books, DVDs, Periodicals, Hoopla, Kanopy, Downloadable Books)	\$8,000.00	\$8,000.00		
Landscaping	\$1.00	\$1.00		
Library Passes (SLSC, Castle in Clouds, NH Historical Society Passes & NHPA Memberships)	\$600.00	\$650.00		
Professional Development (NHLTA Membership & Conferences)	\$500.00	\$500.00		
Program Projects	\$400.00	\$400.00		
Miscellaneous	\$200.00	\$200.00		
Computer Maintenance Contract, Software Updates, Licenses (Contract \$1,700; OPAC Snapshot, Atrium ASP, Webroot Antivirus, iBackup, Domain Registration, WordPress, Canva, Camera Software; ST \$3,437.25)	\$5,000.00	\$5,000.00		
Legal & Professional Services	\$1,000.00	\$1,000.00		
Total	\$95,701.00			\$111,431.00
Nichols Fund	\$15,000.00		\$15,000.00	\$15,000.00
Town Appropriation	\$80,701.00 (\$849 less than 2022)	\$96,432.00 (\$15,730 more than 2023; ^19.4%)		\$96,432.00
Receipts - Miscellaneous	2023 Budget			2024 Proposed Budget
Copier/FAX Fees	\$200.00			\$200.00
Donations	\$300.00			\$300.00
Lost/Damaged Books	\$1.00			\$1.00
Sale of Books	\$600.00			\$600.00
Interest from Savings Accounts	\$250.00			\$100.00
Miscellaneous	\$1.00			\$1.00
Nichols Trust Dividends (2)	\$7,500.00			\$7,500.00
Total Misc. Receipts	\$8,852.00			\$8,702.00

Proposed 2024 Gross Wages Line Item with Staffing Options & 24-27 Public/Open Hours

Option	Librarian	Library Assistant	Summer Aide	Other	Total Wages
A (Current Staffing)	\$30/hr (30 hrs/wk X 52 wks) = \$46,800	\$19/hr (15 hrs/wk X 52 wks) = \$14,820	\$15/hr (10 hrs/wk X 10 wks) = \$1,500		\$63,120
B (Add another Library Assistant or increase current Assistant's hours. No Summer Aide.)	Same as A \$46,800	Same as A \$14,820	None	Library Assistant/Aide \$18-19/hr (9 hrs/wk x 52 wks) = \$9,360 - \$8,892 -OR- (12 hrs/wk X 52 wks) = \$11,232 - \$11,856	\$71,500 \$73,476
C (Moving to Full-time Librarian & Option A)	(Part-time until becoming Full-time at Town Meeting) \$30/hr (30 hrs X 10 wks + 36 hrs X 42 wks) = \$54,360	Same as A \$14,820	Same as A \$1,500		\$70,680
D (Moving to Full-time Librarian & Option B)	Same as C \$54,360	Same as A \$14,820	None	Library Assistant/Aide \$18-19/hr (9 hrs/wk x 52 wks) = \$8,424 - \$8,892 -OR- (12 hrs/wk X 52 wks) = \$11,232 - \$11,856	\$78,702 \$81,036
E (Keep Summer Aide & Option D)	Same as C \$54,360	Same as A \$14,820	\$15/hr (10 hrs/wk X 10 wks) = \$1,500	Library Assistant/Aide \$18-19/hr (9 hrs/wk x 52 wks) = \$9,360 - \$8,892 -OR- (12 hrs/wk X 52 wks) = \$11,232 - \$11,856	\$79,572 \$82,536

Proposed Town Appropriation with Gross Wages Options

Option	A	B	B-1	C	D	D-1	E	E-1
Gross Wages	\$63,120	\$71,500	\$73,476	\$70,680	\$78,702	\$81,036	\$79,572	\$82,536
Other Line Items	\$25,752	\$25,752	\$25,752	\$25,752	\$25,752	\$25,752	\$25,752	\$25,752
Total Proposed Appropriation	\$88,872	\$97,252	\$99,228	\$96,432	\$104,454	\$106,788	\$105,324	\$108,288

Note: 2023 Appropriation was \$80,701