

James E. Nichols Memorial Library
Board of Trustees Meeting
January 28, 2019

Present: Trustees Helen Heiner, Jo Morse, Sarah Heath, Karin Karagozian, Alternate Trustees Bette Miller, Shannon Whalen, Annette Nichols, Librarian Jon Kinnaman

Excused: Trustee Lynn Allen with notice.

Call to Order: by Helen at 5:00 pm. Annette appointed to fill in for Lynn to take minutes and participate in voting.

Grant Update: Annette reported that Alba came back to follow up on what is going on at the roof/gutter level on December 15 with ladder assistance from the Town Fire Department. The draft Library Building Assessment report was completed on December 18 and sent to NHPA on December 19. Karen Ponton continues to follow up progress with the NHPA board. Annette reported that the NHPA and Alba wanted the Trustees to further review the Accessibility discussion. After review, the Trustees requested that the last sentence of the Accessibility section draft report was inaccurate and should be removed.

Previous Minutes: Some corrections were needed to the Treasurer's report, and clarifications to the computer work for January were provided for the November minutes. Motion by Sarah to accept the amended minutes, 2nd by Karen, motion carried. A clarification was needed to the additional funding request, and a comment was added for follow up work by Alba, for the December minutes. Motion by Sarah to accept the amended minutes, 2nd by Karen, motion carried.

Treasurer's Report: Sarah provided a handout consisting of the 2018 annual consolidated balance sheet from the Nichols Trust, a November and December 2018 expense report, and copies of the MVSB checking account statements for November and December 2018. In order to more easily document transactions going forward for the Board, Sarah will summarize the deposits and debits on these MVSB statements. The November transactions have been reported in the November 2018 minutes. There were no deposits or credits to the checking account in December 2018. The MVSB year-end balance was \$37,627.65. Sarah handed out a sheet with the Annual Treasurer Report that will be included in the Town Report. There is a difference of nominally \$10,000 between the reported expenses in the Town Report vs the YE accounting. This difference is paid directly from the Trust MVSB checking account. Sarah went to the 2019 Town budget meeting on 1/26/19 to be available for comments or questions from Town Residents.

The Nichols Trust includes two accounts. As of 12/31/18, the total market value of the combined accounts was \$165,129.47. Sarah indicated that the Trust pays out nominally 4% plus interest in October. Annette asked if Sarah could arrange for an electronic statement from the Nichols Trust account to be shared with the Trustees. Sarah will follow up with the Trust Account manager.

Motion by Karen to accept the Treasurer's report, 2nd by Annette, motion carried.

Librarian's Report: Jon provided the library activity summary. He reported issues with icing of walks after the Jan 20-21 storm. See Unfinished Business for the computer system update.

Unfinished Business: The Town will be rebidding the Landscaping.

The new computer system installation including server and workstations, was completed a day earlier than projected. The OPAC Snapshot tool is excellent. Hoopla is not yet completed and ready. The Operating System is not a lot different from the previous system, so Jon has not had issues getting up to speed. The wireless printer is working.

New Business: Helen asked if the pending full Trustees would prefer a separate meeting day to review roles and arrange for transfer of duties, or if we should extend the Feb. 25 meeting time to cover these issues. The consensus was that the next meeting will start at 4:00 p.m. to cover these issues, and will include a closed meeting discussion.

Jon asked if consideration could be made to increase salary to cover the pending medical insurance increase. Sarah advised that the 2019 budget was already completed and submitted to the Town.

Motion to adjourn: at 6:00 pm, by Karin, 2nd by Annette, motion carried.

Submitted by: Annette Nichols, Alternate Trustee

Next Meeting: Feb 25, 2019 – **Note: 4 pm start to allow for discussion of new pending Trustee and officer responsibilities.**