

Final - Revised Minutes

These minutes are dependent on approval of Board of Trustees

James E. Nichols Memorial Library

Board of Trustees Meeting

February 25, 2019

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

Excused: Trustees Lynn Allen, Karin Karagozian, Jo Morse and Alternate Susan Gurney with notice.

Call to Order: Special Meeting by Helen at 4:00 pm

There was a discussion on the selection of officers for the upcoming year, pending the outcome of the March elections.

Responsibilities for each position were discussed - Chairman, Treasurer and Secretary. It was noted that we should have 3 Center Harbor residents, 2 out of town residents and 3 Alternate Trustees. It was noted that Lynn Allen will be leaving the Board which will require the appointment of a Secretary for the upcoming year.

Susan Gurney will be asked to replace Lynn Allen who has elected to step down for personal reasons. Susan is an Alternate Trustee at present.

Annette pointed out the difference with interim appointments and the ballot. Helen said during the March meeting of the Trustees we will sort out officers and Sarah will cover the details of each office and what is needed.

After officers are decided a letter needs to go to the Center Harbor Selectman to appoint the new officers.

We expect a signed letter back from the Selectmen on the officer appointments.

Special Meeting - Motioned Moved to close at 4:20 for personnel reasons. Karen Ponton joined the regular meeting.

Motion to return to Regular Session: by Annette, Seconded by Sarah

Previous Minutes: Motioned by Annette, seconded by Sarah, to accept the amended minutes, motion carried.

Grant Update: Karen reported that the NH Preservation Alliance accepted Alba's report as "final" after some minor corrections and edits were made to the initial draft.

Treasurer's Report: It was agreed that Sarah will send a check to Alba to cover the open bill for the work Alba has done on the Library Building Assessment Report. The Library will be reimbursed from the Grant funds. Sarah reported that she received only 1 check from Wealth Management Co. when she was expecting 2 checks. Sarah will see if the 2nd check was lost.

The amount of \$200.00 on the expense sheet Sarah explained was for Anti-virus program for the computer.

Sarah handed out the Center Harbor town budget for the Library. The town budget for the library is 3.26% of the total town budget.

Annette moved to accept the treasurer's report. Shannon 2nd, motion carried.

Librarian's Report: Jon provided the library activity summary. He reported issues with the water to the building today, 2/25/19. Sarah had called a plumber but Jeff, from the town, discovered it was a frozen line outside the Library and thawed the pipe and had the water running again.

Jon told us the new router disconnected from the server. Steve our computer person could not find the reason the new router disconnected. Steve recommended a 2nd new router which was installed.

Jon explained that Hoopla was up and running. He explained how patrons access Hoopla and that there's a \$2.00 fee per access the Library pays per use. Jon said the Scrooge and Marley DVD's are located on the spinner book case.

Unfinished Business: Maintenance, windows, rugs and refinishing of floor in front of circulation desk.

New Business: Annette mentioned that the State is giving a "new trustee course" in May.

Karen Ponton was invited to become an alternate trustee. Karen said yes but she does teach on Monday's. She is hoping to figure something out.

The Library has an AED machine which Jon will find a very visible place for in the Library. There will be a AED and CPR course offered on March 18th at 10 AM at the Center Harbor Fire Dept. Jon or Glen was requested to take the class. Trustees are invited to sign up for the course.

Motion to adjourn: at 5:05 pm, by Sarah, 2nd by Shannon motion carried.

Submitted by: Bette Miller, Alternate Trustee

Next Meeting: March 25, 2019 at 5:00 PM