

**James E. Nichols Memorial Library
Board of Trustees Meeting**

-Approved 4/22/19-

March 25, 2019

Minutes

Call to Order: Meeting called to order at 4:37pm. Present: Chairperson Annette Nichols, Treasurer Sarah Heath, Susan Gurney, Bette Miller, Shannon Whalen, Jo Morse (Alternate), Karen Ponton (Alternate); Librarian Jon Kinnaman

I. New Trustees Appointed/Election of Officers: List of Trustees, alternates and respective terms reviewed, as follows:

- | | |
|------------------------------------|--|
| • Annette Nichols | To fill Helen Heiner's unexpired term until 2020 |
| • Susan Gurney | To fill Lynn Allen's unexpired term until 2021 |
| • Shannon Whalen | Elected for a 3-year term expiring 2022 |
| • Sarah Heath
(Moultonborough) | To fill new 3-year term expiring 2022 |
| • Bette Miller
(Moultonborough) | To fill new 3-year term expiring 2022 |
| • Jo Morse | To fill 1-year term as alternate expiring 2020 |
| • Karen Ponton | To fill 1-year term as alternate expiring 2020 |

A. Nichols will forward names (except S. Whalen) to Town Board of Selectmen for action at their next meeting.

After discussion, Motion by S. Whalen, seconded by S. Heath that: A. Nichols be elected chairperson. Passed unanimously. Motion by S. Whalen, seconded by B. Miller that: S. Heath be elected Treasurer. Passed unanimously. After some discussion about having an alternate take minutes of meetings, Motion by S. Gurney, seconded by B. Miller that: K. Ponton serve as secretary pro-tempore. Passed unanimously.

New Trustees received an "information folder."

II. Ongoing Business

A. **Review/Approval of Minutes:** Motion by S. Heath, seconded by S. Whalen that: The Minutes of February 25, 2019 be approved with the following corrections: Correct Treasurer's Report to say "The budget for the library is 3.26% of the total Town Budget"; and that S. Heath and A. Nichols moved and seconded, respectively, closing and opening the Special Meeting and also accepting the previous minutes. Passed unanimously.

B. **Treasurer's Report:** (See attached). Deposits into MVSB were \$75.00 in donations and \$14.61 from book sales. Motion by S. Heath, seconded by S. Whalen that: The Treasurer's Report for February be accepted. Passed unanimously. S. Heath added that she will seek clarification from Wealth Management about the three (3) checks recently received, as well as request electronic access to both accounts. K. Ponton suggested that income be reported monthly, similar to expenses.

C. **Building Grant Update:** K. Ponton reported that all requested information has been forwarded to the NH Preservation Alliance, and the grant check is pending. S. Heath had five (5) copies of the *Building Conditions Assessment Report* made; she and the chair will each keep a copy, with the 3 remaining copies made available for the other Trustees and the public through Library loan. The *Report* is also available online on the Town website. Consensus

was to form a "Building Upgrades Committee" for implementing recommendations from the Report, to be chaired by A. Nichols. S. Heath, J. Morse, B. Miller and S. Whalen volunteered to serve on the Committee. A report from the Committee will be placed on the agenda for the May 20th meeting.

D. Librarian's Report: (See attached). J. Kinnaman noted that the staff encourages patrons to take out more than one book at a time, which may account for the average of 2.3 checkouts/person. He reported that limiting Hoopla borrowers to 8 items per month may not be appropriate for a video series. Since Hoopla treats each episode in a series as a single item, the limit of 8 may not be enough. J. Kinnaman will pursue this matter with Hoopla.

E. Unfinished Business: Maintenance – Windows, Rugs Refinish Floor in front of Circulation Desk: Since this item has been on the Agenda for several months without action, consensus was to table it. A comprehensive maintenance schedule will be developed.

III. New Business

A. Review Nichols Library Bylaws/Meeting Date & Time/Any Proposed Changes: Bylaws currently specify when Trustee meetings are to be held and the time. Consensus was for a Bylaws amendment that would allow more flexibility by having the Trustees determine a meeting schedule at their first meeting after Town Meeting. Motion by B. Miller, seconded by S. Whalen that: Meetings be held on the fourth Monday of the month at 10am. Passed unanimously. K. Ponton agreed to serve on a Bylaws Committee. She will draft some proposed amendments for discussion at the April Trustees meeting and circulate these to Trustees for review in advance of the meeting. A. Nichols reported that efforts to find the electronic version of the latest Bylaws (2011) were unsuccessful. S. Heath thought it might be on the thumbdrive containing the *Policy Manual*, which J. Kinnamen may have.

B. Discussion/Clarification of New Trustee Roles/Responsibilities: (See also IV. Other Business below) S. Heath distributed copies of the Library's *Policy Manual*. Since there are five persons relatively new to the Board, she suggested Trustees view their term as a learning experience and not feel overwhelmed. She recommended that Trustees attend the workshops and conferences offered by the NH Library Trustees Association (NHLTA). Also, libraries in the area occasionally host informational and networking meetings that may be of interest. A. Nichols noted that much information is available online. She recommended Trustees visit nhlta.org and added that an online version of the *NHLTA Trustee Manual* is available there.

C. Set a Meeting Date/Agenda with new Chair and Librarian: A. Nichols would like to meet with Librarian J. Kinnaman on a monthly basis; dates to be determined.

IV. Other Business

A. NHLTA Trustee Orientation Workshop – April 12th, 10am-2pm in Concord: S. Heath has attended this workshop in the past. She feels it is a lot to take in at once and recommends the Annual Conference, which is less intense and offers more opportunities to talk with others. The workshop is free to members and also available as a webinar at nhlta.org. S. Heath reported that all Trustees are currently NHLTA members except K. Ponton, whom she will see is added to the list.

B. NHLTA Annual Conference – May 29th, 8am-3pm in Manchester: S. Heath has attended several of the Annual Conferences, which she very highly recommends. The registration fee is \$65 for members. The Library has funds available to cover this cost. Hopefully, at least two (2) Trustees will be able to attend this year. Trustees are asked to indicate whether or not they will attend the Conference at the April meeting.

C. Set Time/Date of Next Meeting: The Trustees will next meet on Monday, April 22 at 10am. A. Nichols asked that Trustees review the Library's *Mission Statement* and come prepared to

brainstorm about how to best implement it during the coming year(s). Some ideas briefly discussed included:

- Seed Distribution
- Tool Library/Loan
- Medical Equipment Library/Loan
- Activities Scheduling Service for other organizations
- Library Use during Off-hours
- Book Club
- Tax Help (which J. Kinnaman indicated some patrons have requested)
- Children's Activities, perhaps with the preschool at the Congregational Church
- Musical Instrument Library/Loan
- Joint Programs with Scrooge & Marley Co-op. J. Kinnaman, who chairs the Co-op, was asked to discuss this possibility at the Trustees April meeting.

D. **Additional Items:** S. Gurney asked whether the Town Selectmen had retained a landscaping service for the coming year and whether the Library gardens were included. K. Ponton asked if the Trustees were covered by any *Directors & Officers* insurance. S. Heath will check with the Town about both of these issues.

V. **Announcement:** The Second Annual Center Harbor Roadside Clean-up will be held April 15-22. Free supplies and trash pick-up. Contact Town Hall for information or to volunteer.

VI. **Adjournment:** Motion by S. Heath, seconded by B. Miller to adjourn at 6:25pm. Passed unanimously.

Respectfully submitted,

Karen Ponton, Secretary pro-tempore
att (2)

EXPENSES 2019	BUDGET	FEBRUARY	TOTAL
SALARIES-GROSS	\$70,581.00	\$4,816.35	\$9,667.95
HEALTH INSURANCE			\$0.00
WORKMEN'S COMP./UNEMPLOYMENT			\$0.00
FUEL			\$0.00
FURNISHINGS/EQUIPMENT	\$500.00		\$0.00
REPAIRS/MAINTENANCE	\$2,500.00		\$0.00
REGULAR			\$0.00
COMPUTER			\$200.00
SUPPLIES	\$2,500.00		\$0.00
OFFICE			\$0.00
CLEANING			\$0.00
POSTAGE			\$0.00
ELECTRICITY			\$0.00
TELEPHONE	\$1,500.00	\$115.21	\$230.92
TRAVEL	\$200.00		\$0.00
COLLECTION DEV./BOOK SALES	\$150.00		\$0.00
BOOKS & PERIODICALS	\$14,000.00	\$1,249.90	\$2,139.46
LANDSCAPING	\$500.00		\$0.00
SPECIAL PROJECTS FROM GIFTS	\$750.00		\$0.00
PROF.DEVELOPMENT & TRAINING	\$500.00		\$0.00
PROGRAM PROJECTS	\$100.00		\$0.00
MISC.	\$100.00		\$0.00
COMPUT.MAINTENANCE CONTRACT	\$595.00	\$595.00	\$595.00
COPIER MAINTENANCE CONTRACT	\$125.00		\$0.00
LEGAL	\$1.00		\$0.00
			\$0.00
TOTAL EXPENSES	\$94,602.00	\$6,776.46	\$12,833.33



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TOWN OF CENTER HARBOR
JAMES E NICHOLS MEMORIAL LIBRARY
C/O SARAH S HEATH
PO BOX 1035
CENTER HARBOR NH 03226



For questions regarding this statement our toll free number is 800-922-6872.

CHECKING ACCOUNTS

I love my GenGold because I can support local businesses.

Free Business Checking		Number of Enclosures	0
Account Number	5672652	Statement Dates	2/01/19 thru 2/28/19
Previous Balance	22,183.01	Days in the statement period	28
1 Deposits/Credits	89.61	Average Ledger Balance	22,231.01
Checks/Debits	.00	Avg Collected Balance	22,228.33
Service Charge	.00		
Interest Paid	.00		
Statement Balance	22,272.62		

Deposits and Other Credits

Date	Description	Amount
2/14	Deposit	89.61

Daily Balance Information

Date.....	Balance	Date.....	Balance
2/01	22,183.01	2/14	22,272.62

For 24 Hour Customer Service call 279-5603 or
our toll free number, 800-394-8769.

Handwritten notes:
\$175.00 = 29/1/19
\$146.01 = book 25.00
25.00

Handwritten notes:
\$50.00 = C. Wallace
25.00 = Sarah Sherrill

Librarian's Report to the Nichols Library Board of Trustees February-March 2019

Activity Summary: In February, circulation of both hard copies and downloadable materials improved over 2018. This is despite two school delays, several single-digit days and a holiday. We had 267 visits, averaging 2.3 checkouts per person (it is worth noting that a number of our users are resistant to taking more than 1 item at a time).

Activity Summary

Feb-19

2012 2013 2014 2015 2016 2017 2018 2019

Library Circulation

795	795	757	902	723	810	669	676
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NHDB Circulation

1	33	52	78	111	106	106	151
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Hoopla

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Adj. Monthly circulation

796	828	809	980	834	916	775	836
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Monthly Visits

348	446	310	381	349	303	220	226
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2018 YTD

729	790	664	765	659	566	469	495
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Collection development. The Library added 70 items in in February.

Patron services and outreach. In its first month of use, 10 patrons have used Hoopla Digital and borrowed 17 items (9 in February). The service has been announced in the Meredith news, on our web page and by newsletter. We also have Hoopla bookmarks on display, which are attracting attention.

Digital Services.

Physical facilities.

Staff/Prof. Development. The Sam Coop met in March at New Hampton on March 14.

Old Business/New Business.