

James E. Nichols Memorial Library
Board of Trustees Meeting

-Approved 5/20/19-

April 22, 2019

Minutes

Call to Order: Meeting called to order at 10:00am. Present: Chairperson Annette Nichols, Treasurer Sarah Heath, Bette Miller (until 11:00am), Shannon Whalen, Jo Morse (Alternate), Karen Ponton (Alternate); Librarian Jon Kinnaman; Absent: Susan Gurney.

- I. Select Board Appointment of Trustees Appointed & Town Board Insurance Update:** The Town Selectmen met on April 3rd and appointed A. Nichols, (2020), S. Gurney (2021), S. Heath (2022) and B. Miller (2022) as Trustees, and J. Morse (2020) and K. Ponton (2020) as alternates. A. Nichols reported that the Library Trustees and alternates are included under the Town's liability coverage with Primex while acting within the scope of their duties.

II. Ongoing Business

A. Review/Approval of Minutes: Motion by S. Heath, seconded by B. Miller that: The Minutes of March 25, 2019 be approved as written. Passed unanimously.

B. Treasurer's Report: S. Heath distributed her Report. Expenses were \$8,894.34, including \$550.00 for passes to the Castle in the Clouds (\$250.00) and Squam Lakes Natural Science Center (\$300.00) under *Special Projects from Gifts* and \$15.00 monthly fee for internet service under *Telephone*. J. Kinnaman was asked to include more information about the passes and discounts they offer on the website. Some discussion about whether higher speed internet for \$45.00/month is needed. Since this seems to only affect backing-up the computer (which is done by Steve Jussiff of Adel-XT Computer), consensus was to postpone further discussion until preparing next year's budget. S. Heath added a new quarterly Receipts Report. YTD receipts were \$1,449.26, plus the Town appropriation. S. Heath clarified that the Town appropriation is not deposited into the MSVB account, but rather, stays with the Town. Deposits into MVSB include two (2) checks from the JEN Trust, \$17.00 from book sales, \$59.00 from about three (3) months of copier fees, and \$9.00 in the donations jar; check #121 to Just Hit Print for \$210.00 was for copies of the *Building Conditions Assessment Report*. Some discussion about adding another signatory on the MVSB account, should the Treasurer be unavoidably unavailable. Motion by S. Whalen, seconded by B. Miller: To add the Chairperson as an alternate signatory to the Treasurer on the MVSB James E. Nichols Trust account. Passed unanimously. A. Nichols would like information on how the Trust is invested to help with projecting income going forward. Motion by B. Miller, seconded by S. Whalen that: The Treasurer's Report for March be accepted. Passed unanimously.

D. Librarian's Report: (See attached). J. Kinnaman noted that reorganizing some materials freed up eight (8) shelves for DVD space, and that NH history information may be moved from the small meeting room to the circular rack in the stacks area. A. Nichols suggested he give the Trustees a brief tour of the library at their next meeting. J. Kinnaman spoke about the Scrooge and Marley Co-op, which consists of librarians from 16 libraries in the Lakes Region and its foothills. The Co-op meets about five (5) times a year to discuss mutual concerns; the site rotates among the libraries; dues are \$50/year. The Co-op also shares the cost of DVDs and rotates about 35 of these DVDs to each library every two (2) months. A. Nichols observed that most newer computers no longer have DVD drives and that DVDs may be becoming obsolete. She questioned whether flashdrives or another technology might be used instead for movies. J. Kinnaman updated his email addresses: weekdays he can be reached at

ch_library@metrocast.net and weekends at chlibrarynh@gmail.com; librarian@metrocast.net should no longer be used. He will add J. Morse as an administrator on the Wordpress account. A. Nichols reported she and J. Kinnaman are starting to meet regularly. Motion by S. Heath, seconded by S. Whalen that: The Librarian's Report for March-April be accepted. Passed unanimously. A. Nichols asked that J. Kinnaman give an electronic copy of the *Library Policy & Procedure Manual* to the Secretary.

III. New Business

A. **Review Nichols Library Bylaws:** Given the time, discussion postponed to next meeting. K. Ponton distributed suggested additions and deletions (see attached) and asked that the Board review them in preparation for that meeting.

B. **Review of Mission Statement and Brainstorm Session:** The Board reviewed the mission statement in the *Gift of Deed* from James E. Nichols and the "Mission and Goals" page from the *Library Policy Manual*. A. Nichols clarified that she is not recommending the mission statement be changed. The Board spent significant time brainstorming about ways to meet the identified goals. Some discussion was focused on the goal of "fostering children's appreciation for reading," such as a children's story hour or promoting "a 15-minute 'paws' for reading" wherein children would read to therapy dogs at the Library. Cooperating with the local schools was also discussed, perhaps through a recommended "summer reading list" for students. J. Kinnaman will check with Moultonborough Academy and Interlakes. In addition to suggestions from the March Trustees meeting, other ideas were:

- Library Speakers Bureau
- Suggestions for speakers: local authors (e.g. John Hopper on Bear Island history), visiting celebrities, master gardeners, Martin Kimball of Squam-Bats
- "How To" workshops
- Hosting "something" on July 4th, especially since the Town's celebration activities bring so many people to Center Harbor
- Talk on ice safety
- Starting a "Friends of the Library" committee
- Selling promotional items like baseball caps and bookbags
- Offering books weeded from the collection to the public for free or a small donation
- Rainy day activities during the summer.

C. **Other Committee Reports:** None. The *Building Assessment Report* Committee met this morning. A. Nichols will talk with S. Gurney about serving on a Landscape Committee.

IV. Other Business

A. **NHLTA Annual Conference – May 29th, 8am-3pm in Manchester:** B. Miller, A. Nichols and S. Whalen will attend. S. Heath will handle their registrations, which are due by May 10th.
B. **Next Meeting:** Monday, May 20th at 10 – 11:30am.

V. **Adjournment:** Motion by S. Heath, seconded by S. Whalen to adjourn at 12:00pm. Passed unanimously.

Respectfully submitted,

Karen Ponton, Secretary pro-tempore
att (1)

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

Activity Summary: Circulation improved in March, thanks to downloads (201) and streaming (38). These are bringing us closer to our totals for earlier years. We had 281 visits, averaging 2.4 checkouts per person.

Activity Summary

Mar-19

2012 2013 2014 2015 2016 2017 2018 2019

Library Circulation

848	980	961	893	793	827	822	681
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NHDB Circulation

10	46	82	104	127	135	111	201
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Adj. Monthly circulation

							38
858	1026	1043	997	920	962	933	920

Monthly Visits

443	358	336	404	326	303	302	281
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Collection development. The Library added 42 items in in march.

Patron services and outreach. Staff responded to 20 reader's advisories and 19 Reference questions. There were 4 recorded wifi uses inside the library. Staff gained more needed DVD shelving by shifting older CDs into the last range of the fiction section. Young person's NF is in process of being relocated to the youth section of the front reading room. Large format books for independent readers were shifted to the middle reader section.

Digital Services.

Physical facilities.

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

Old Business/New Business.