

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

-Approved 10/28/19-

September 23, 2019

Minutes

Call to Order: Meeting called to order at 10:01am. Present: Chairperson Annette Nichols, Susan Gurney, Treasurer Sarah Heath, Bette Miller (at 10:16am), Shannon Whalen, Jo Morse (Alternate), Karen Ponton (Alternate); Librarian Jon Kinnaman

I. Ongoing Business

A. **Review/Approval of Minutes:** Motion by S. Heath, seconded by S. Gurney that: The Minutes of August 26, 2019 be approved as written. Passed unanimously.

B. **Treasurer's Report:** S. Heath distributed her Report. Expenses were \$8,946.24, including \$60.00 for YALS Conference registration under *Professional Development*. Deposits into the MVSB account include \$540.00 (donations), \$102.10 (\$100.00 donation and \$2.10 from copies) plus \$345.72 from the August Book Sale. Two (2) checks totaling \$9,100.00 have been received from the Nichols Trust and deposited; this deposit will appear on next month's MVSB statement. The Trustees briefly discussed how to handle donations that are made with conditions attached. Consensus was that any donation received which specifies how the donation is to be used must be approved for acceptance by the Board of Trustees. S. Heath reminded the Trustees that most of the October meeting should be spent on preparing the 2020 budget. Motion by K. Ponton (voting alternate for B. Miller), seconded by S. Whalen that: The Treasurer's Report for August be accepted. Passed unanimously.

C. **Non-public Session:** At 10:14am, motion by A. Nichols, seconded by S. Heath: To go into a non-public session per RSA 91-A:3, II (a) to discuss personnel matters. Passed unanimously. Roll Call: S. Gurney-yes, S. Heath-yes, J. Morse (alternate voting until B. Miller arrived at 10:16am)-yes, A. Nichols-yes, S. Whalen-yes. Alternates J. Morse and K. Ponton (until 11:31am) were present for the discussion but did not vote. At 11:19am, J. Kinnaman joined the non-public session. Motion by S. Gurney, seconded by S. Whalen that: Lois Brady be asked to cover when a staff member is sick or otherwise unavailable. Passed unanimously. At 11:54am motion by A. Nichols, seconded by S. Whalen: To end the non-public session. Passed unanimously.

Meeting reconvened by A. Nichols at 11:54am.

D. **Story of the Month:** J. Kinnaman shared that a summer patron was very appreciative of the effort Library Assistant Glenn Walter made to obtain several books that his wife required, as well as how impressed he was by the Library and staff.

E. **Librarian's Report:** None of the Trustees received the Librarian's Report beforehand, although it was emailed last Wednesday. Apparently, there is a problem with the email server that will be addressed when Steve Jessiff returns from vacation. J. Kinnaman distributed and presented his Report. (See attached). There has been a drop in circulation and visits for August, which is usual for the end of summer. The Trustees discussed and agreed to participate in the New Hampshire Union Public Access/Inter-library Catalog. The State Library would process inter-library loans and track loans from the Nichols Library collection and

returns. A. Nichols asked J. Kinnaman to find out how other libraries do tracking and record-keeping. After discussion, Board consensus was to pay an annual amount to Hoopla next year, rather than be billed monthly. The Board agreed that J. Kinnaman may attend the Reads Conference on “Digital Literacy” in October, which has a \$35 registration fee.

F. Committee Reports

1. **Bylaws Committee:** Due to time constraints, postponed to October meeting.
2. **Landscape Committee:** The Trustees expressed their appreciation for the clean-up work S. Gurney and B. Miller did on the garden beds.
3. **Building Committee:** The Committee met this morning. (Please see Committee minutes).

II. **New Business – Staffing Request:** See I.C above.

III. **Other Business:** None

Adjournment: Motion by S. Heath, seconded by S. Whalen to adjourn at 12:17pm. Passed unanimously.

Respectfully submitted,
Karen Ponton, Secretary pro-tempore
Bette Miller
att (1)

Librarian's Report to the Nichols Library Board of Trustees. August-September, 2019

Activity Summary:

AUGUST	2012	2013	2014	2015	2016	2017	2018	2019
Library Circulation	1717	1677	1647	1598	1502	1322	1343	1156
NHDB Circulation	36	68	87	126	99	128	139	155
Hoopla								23
Adj. Monthly circulation	1753	1745	1734	1724	1601	1450	1482	1334
Circulation YTD								
Library YTD	8745	9449	9046	9221	8355	8258	7066	6744
NHDB YTD	131	404	633	849	884	991	991	1314
HOOPLA YTD								188
Adj. YTD Circulation	8876	9853	9679	10070	9239	9249	8057	8246
Monthly Visits								
Monthly Visits	1286	1077	953	840	1078	1322	881	733
Visits YTD	5397	5053	4446	4628	4443	4460	3457	3342

Collection development. The library added 70 items in August; we also logged 14 new ILL bar-code cards.

Patron services. Staff used local and social media to reach out to homeschooling parents and to residents who do not have borrowing cards. In July, we answered 27 reference and 26 reader advisory questions. There were 27 computer desktop users and 52 known Wifi users. We added 5 new patrons in August.

Email server. Our Outlook email server has messages stalling in the outbox. I will have Steve look at this when he returns from vacation.

New Statewide ILL Server. The state is introducing new software for processing interlibrary loans. Registration and training will take place in October. Steve will need to open the firewall to establish communications with the new server.

Downloads and Streaming. We have \$81.10 left in our initial Hoopla buy-in. When that runs out, we will be billed and pay by statement. For the coming year, we can choose to an advance budget for Hoopla next year or to pay as we go.

Professional Development. Reads Conference, "Digital Literacy" October 18, Plymouth. Registration \$35. The Librarian is registered for the YALS Conference on September 26th. The SAM Coop met on September 19th. Lori Fisher (NHSL) gave an excellent session on library advocacy.