

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

-Approved 12/16/19-

**November 25, 2019
Minutes**

Call to Order: Meeting called to order at 10:02am. Present: Chairperson Annette Nichols, Treasurer Sarah Heath, Susan Gurney, Bette Miller, Jo Morse (Alternate), Karen Ponton (Alternate-Voting); Librarian Jon Kinnaman; Absent: Shannon Whalen

I. Ongoing Business

A. **Review/Approval of Minutes:** Motion by K. Ponton, seconded by S. Heath that: The Minutes of October 28, 2019 be approved as written. Passed unanimously.

B. **Story of the Month:** Postponed.

C. **Treasurer's Report:** S. Heath distributed her Report. Expenses were \$6,296.09 and include \$41.00 to repair an email problem under *Computer*, \$10.00 for Halloween decorations under *Program Projects*, and *Travel* and *Professional Development* costs were for the Librarian to attend a conference. The MVSb statement shows that the bank error from September has been corrected, and the \$500.00 deposit (a donation) now appears. The \$105.40 deposit is a \$100.00 donation and copier fees. A. Nichols asked J. Kinnaman for information about the email problem, which he will obtain and forward to Trustees. S. Heath reported on her October 30th meeting with the Selectmen about the Library budget. Based upon advice of the Town auditor, the Library's appropriation will no longer include reference to the Nichols Trust monies. The proposed appropriation for 2020 will go forward as \$84,601.60. Motion by K. Ponton, seconded by S. Gurney that: The Treasurer's Report for October be accepted. Passed unanimously.

D. **Librarian's Report:** J. Kinnaman distributed and presented his Report. (See attached). He reported that the mothers of preschoolers who attended the Halloween storytime have continued to meet, and that this may develop into a new Library initiative. There has been no response to the emails he sent out about a fiction book group and homeschooling help. The Board discussed at some length the use of emails to promote the Library, publicize services, solicit interest in possible new programs, and invite public comment. Pros and cons of a targeted versus general emailing were shared. S. Heath and J. Kinnaman reported poor returns from previous questionnaires and an insert included with the tax bills. A. Nichols noted that one of the Librarian's goals is to develop short and long term ways to better engage the community and develop our patron base. J. Kinnaman asked about a reasonable deadline for this goal; consensus was the January 2020 Trustees' meeting. K. Ponton spoke of the difficulty she had trying to access *Consumer Reports* online, and asked about the status of upgrading to a Wordpress business account. The Trustees recommended that J. Kinnaman telephone neighboring libraries (i.e. Moultonborough and Meredith) to see how they deal with EBSCO and online magazine access, and whether they might offer some assistance or guidance. Motion by B. Miller, seconded by S. Gurney that: The Librarian's Report be accepted. Passed unanimously.

F. Committee Reports

1. **Bylaws Committee:** The Board resumed its discussion of proposed amendments to the Bylaws. K. Ponton suggested a revision to *Article III.A* concerning the election of all Trustees

at Town Meeting to conform with RSA 202-A:6. It was noted that Trustees are not required by RSA to be residents of Center Harbor. Consensus was to continue with at least three (3) Center Harbor residents on the Board. After discussion, motion by S. Heath, seconded by B. Miller: To approve the amendments to the Bylaws as contained in the draft dated 11/5/19. Passed unanimously. (See attached). A. Nichols' term is the only one expiring in 2020, so her name will be on the next ballot.

2. Building Committee

- a. **Gutter Repair:** S. Heath reported that she spoke to Therrien Company this morning. The gutter repair should be performed in the next couple of weeks.
- b. **Rear Storm Door:** A. Nichols reported that Bill Doucette has begun work on the replacement door. She showed his sketch of the door, which will have a removable glass pane and removable wood panels. S. Heath will check on the green shade of the Benjamin-Moore paint needed to match the existing trim. B. Doucette understands that the work must be completed before the end of the year.
- c. **Civil Engineering Study:** A. Nichols expects to have bids for the Trustees' December meeting.
- d. **Other:** B. Miller reported that Emma Stratton from the Ladd-Gilman House will be in the area on Sunday, December 1st and would like to visit the Library. S. Heath and A. Nichols volunteered to show her around if B. Miller is unavailable.

II. New Business

A. **Holiday Closings:** The Trustees discussed the Library's hours of operation during the holidays. Based upon the data gathered by J. Kinnaman (see attached Librarian's Report), motion by K. Ponton, seconded by S. Gurney: That the Library be open from 10:00am to 1:00pm on Wednesday before Thanksgiving, Friday after Thanksgiving, Christmas Eve and New Year's Eve. Passed unanimously.

B. **Storm\Emergency Closings:** The Trustees reviewed and discussed the current *Storm Closing Policy* dated 8/22/11. Consensus was to broaden the policy to cover emergency closings and update the procedure for notifying the public to include:

- Posting a closing notice on the Library website at www.centerharborlibrary.org and the Town webpage at www.centerharbornh.org/james-e-nichols-memorial-library
- Posting a closing notice on the Library front door, if possible; and
- Sending notice to WMUR-TV when closing is due to severe weather.

J. Kinnaman was asked to investigate using voicemail to inform callers about emergency closings. This would allow remote access for recording the announcement, which cannot be done on the current answering machine.

III. Other Business:

A. **Select Board Holiday Party, December 4th , 5:30-7:00pm:** Place to be announced. Please RSVP by December 2nd.

B. **Librarian's Evaluation & Goals:** A. Nichols will forward copies to the Trustees.

Adjournment: Motion by K. Ponton, seconded by S. Heath to adjourn at 11:27am. Passed unanimously.

Respectfully submitted,
Karen Ponton, Secretary pro-tempore

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Librarian's Report to the Nichols Library Board of Trustees. October-November, 2019

The Librarian was away during 2 weeks for his mother's final illness, memorial service and settling of affairs. There were consequently few initiatives to report.

Activity Summary: library use fell off much more suddenly after Columbus day this year.

October	2012	2013	2014	2015	2016	2017	2018	2019
Library Circulation	1164	984	1167	1030	904	758	718	625
NHDB Circulation	26	67	94	127	124	114	118	140
Hoopla								15
Adj. Monthly circulation	1190	1051	1261	1157	1028	872	836	780
Library YTD	10972	11628	11324	11335	10260	9963	8721	8319
NHDB YTD	192	538	805	1100	1120	1204	1251	1596
HOOPLA YTD								240
Adj. YTD Circulation	11164	12166	12129	12435	11380	11167	9972	10155
Monthly Visits	618	486	551	607	372	366	373	333
Visits YTD	6660	6080	5675	5934	5323	5206	4421	4165

Collection development. In October the library added 22 fiction, 11 NF and 17 Temp ILL records and misc items totaling 66. A total of 34 little used non-fiction holdings were withdrawn. Use of audio CDs is declining (lack of players in newer make vehicles is a factor).

Patron services. We had 12 in attendance at our Halloween story time (5 moms, 7 kids). Moms have continued to meet in the librarian's absence. No update re VPS visit, homeschool use or book group interest.

Maintenance. No report.

Professional Development. The Librarian was unable to attend the Scrooge and Marley coop meeting due to family concerns. Minutes reveal low attendance, indicating declining interest in the coop.

2020 Budget. No action on the upgrade of our Wordpress page from personal to business a personal account (the upgrade allows the use of JAVA script, which will allow patrons to link directly from our web page to Ebsco search screens. It will also scrub advertising from the page. The annual cost is \$8/month (\$96/yr); if we upgrade before the end of the year, the fee would be 76.80, a savings of \$19.20).

Library Use, Winter Holidays. Below is a report requested by Annette re library visits around winter holidays. The attached graph reports use on the Wed before T-giving, the Friday after T-giving and Xmas eve for the last five years.

Year	WED before TG	FRI after TG	Xmas Eve
2018			
10am-1pm	12	10	10
2-6pm	3	3	2
Total	15	13	12
notes	0 after 4pm	0 after 3pm	MON; 0 3-6pm
2017			
10am-1pm	9	10	Sunday
2-6pm	3	4	
Total	12	14	
notes	0 after 3pm	0 after 4pm	
2016			
10am-1pm	22	11	Sat. 1/2 day
2-6pm	3	8	
Total	25	19	
notes	0 after 5pm	use thru 6pm	
2015			
10am-1pm	12	16	Th 1/2 day
2-6pm	0	3	
Total	12	19	29
notes	0 after 2pm	0 after 4pm	
2014			
10am-1pm	12	21	9
2-6pm	0	4	3
Total	12	25	12
notes	0 after 1pm	use thru 6pm	0 after 3pm

Observations. Patron use of the library around winter holidays is concentrated in the 10-1 period. The average use of the library from 1-6 was 3; in all but 2 days, there was no use after 4pm. Staff thought there would be use by out of town visitors arriving in town before holidays, but this is not borne out by the numbers. Looking at use patterns, we have enough activity to justify being open the morning of holiday eves and the Friday am after TG. Given that patrons are not making significant use of the library after 1pm for the last five years on these days, an early closing might be a consideration.

James E. Nichols Memorial Library Bylaws of the Board of Trustees

I: Name

This organization shall be called the James E. Nichols Memorial Library Board of Trustees (herein referred to as the Board).

II: Mission & Purpose

A. The Mission of the James E. Nichols Memorial Library is:

- To make this Library open and free to all, not only to the residents of the town of Center Harbor, but equally so to the people and children of the surrounding towns, and that a most earnest and cordial welcome may be extended to the summer cottages and visitors¹; and
- To provide materials, programs and services to meet the informational, educational, cultural, and recreational needs of Center Harbor, the surrounding community and its guests and visitors. By so doing, the Library hopes to promote the communication of ideas and to encourage an enlightened and enriched citizenship.

B. The purpose of the Board shall be to administer Library business on behalf of the James E. Nichols Memorial Library and the Town of Center Harbor, in keeping with this Mission.

III: Membership

A. The Board shall be composed of five (5) members elected at Town Meeting, at least three (3) of whom shall be residents of Center Harbor.

B. The Board may recommend up to three (3) alternates to be appointed by the Center Harbor Board of Selectmen. Alternates shall not have a vote except when a trustee is absent and unavailable.

C. The term of office for Trustees shall be three (3) years, which shall be staggered, or until their successors are elected or appointed. The term of office for alternates shall be one (1) year.

D. Within two (2) months of notification of a Trustee vacancy, the Center Harbor Board of Selectmen shall appoint a qualified candidate recommended by the Board to fill that vacancy.

E. Trustees shall not be compensated for services rendered as a Trustee.

F. A Trustee Emeritus may be appointed by a two-thirds vote of the Trustees. A Trustee Emeritus shall be considered a lifetime member of the Board of Trustees without voting rights.

IV: Duties of Trustees

The Trustees, as the governing body of the James E. Nichols Memorial Library, shall:

1. Adopt bylaws, rules and policies for its own transaction of business and for the governance of the Library

¹ *Dedication of the James E. Nichols Memorial Library.* Bound manuscript, [n/d, ca. 1911]. Nichols Memorial Library, p. 41.

2. Prepare an annual budget that indicates what public funding the Library will require, and submit this budget to the Center Harbor Board of Selectmen. A separate budget request shall be submitted for capital improvements of existing library property
3. Expend funds raised and appropriated by the Town for Library purposes
4. Use all monies from gifts, book sales, payments for lost or damaged books, income-generating equipment, and any other miscellaneous income for Library purposes. These monies shall be held in a non-lapsing, separate fund account
5. Expend income from the Nichols Memorial Library Trust in accordance with the conditions of James E. Nichols' bequest
6. Hire a Librarian, who shall not be a trustee; and in consultation with the Librarian, hire all other employees of the Library. Determine compensation and other terms of employment for all Library employees.

V: Officers

A. The Officers shall be a Chair, a Treasurer and a Secretary.

B. The Officers of the Board shall be elected at the first Board meeting after Town Meeting, and serve until the next Town Meeting or until the election of their successors. Officers may serve more than one (1) term.

C. A vacancy in a Office shall be filled by vote of the Trustees at the next regular meeting or a special meeting called for that purpose.

D. The Chair shall:

1. Preside at all meetings of the Board
2. Authorize calls for special meetings of the Board
3. Appoint all committees except those made by a motion passed by a majority of the Board
4. Be an authorized signatory on all Library accounts
5. Perform all other duties generally associated with the office.

E. The Treasurer shall:

1. Oversee the budget
2. Review all requests for disbursement of monies from the Town appropriation for the Library before submitting the requests to the Town for payment
3. Be responsible for all monies received from gifts, activities and the Nichols Memorial Library Trust, and any other miscellaneous income
4. Provide written monthly financial reports to the Board for approval
5. Be an authorized signatory on all Library accounts
6. Perform all other duties generally associated with the office.

F. The Secretary shall:

1. Keep a true and accurate record of all meetings of the Board
2. Make a draft copy of the minutes available to the public within five (5) business days of the meeting
3. Perform all other duties generally associated with the office.

VI: Meetings

- A. Within one (1) month after Town Meeting, the Board shall meet to set its schedule of regular meetings, which may be changed at any time at their discretion. Regular meetings shall be held at the James E. Nichols Memorial Library or other such place as the Board may choose.
- B. All Trustee meetings shall be open to the public. Meeting dates shall be posted at least 24 hours in advance in the Library, and at the Town Hall and Post Office, and on the Library website.
- C. A quorum shall consist of three (3) members of the Board.
- D. The latest edition of *Robert's Rules of Order* shall govern the parliamentary procedures of the Board.
- E. Trustees and alternates are expected to attend all Board meetings. However, for good cause, the Chair may excuse a Trustee from a particular meeting.

VII. Committees

- A. The Chair may appoint special committees as needed.
- B. Each committee chair shall make periodic reports at meetings of the Board.
- C. No committee shall have other than advisory powers.

VIII. Librarian

- A. The Board shall hire a qualified Librarian who shall be the executive administrative officer of the Library pursuant to NH RSA 202-A:15.
- B. The Librarian shall recommend to the Board the appointment of other employees and specify their duties. The Board, in consultation with the Librarian, shall hire all employees.
- C. The Librarian shall be responsible for:
 - 1. Proper direction and supervision of the staff and volunteers
 - 2. Care and maintenance of library property
 - 3. Proper and adequate selection of library resources in keeping with the policies established by the Board
 - 4. Efficient provision of library services to the public
 - 5. Submitting a written report to the Trustees at all Board meetings.
 - 6. Any other duties generally associated with the position, as directed by the Board.

XI. Amendments

The Board may amend these Bylaws at any regularly scheduled meeting at which a quorum is present, provided written notice has been given to all Board members at least five (5) days prior to the meeting. Any changes in these Bylaws shall be sent in writing to the New Hampshire State Library.

Draft Dated 11/5/19 - Amended & Approved November 25, 2019
Approved March 28, 2011