

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

-Approved 11/25/19-

October 28, 2019

Minutes

Call to Order: Meeting called to order at 9:31am. Present: Chairperson Annette Nichols, Treasurer Sarah Heath, Bette Miller (until 11:30am), Shannon Whalen, Jo Morse (Alternate-Voting at 11:30am), Karen Ponton (Alternate-Voting); Librarian Jon Kinnaman; Absent: Susan Gurney

I. Ongoing Business

A. **Review/Approval of Minutes:** Motion by K. Ponton, seconded by S. Heath that: The Minutes of September 23, 2019 be approved as written. Passed unanimously.

B. **Story of the Month:** Postponed to next month.

C. **Treasurer's Report:** S. Heath distributed her Report. Expenses were \$5,707.20. The deposit into the MVSb account is the \$9,100.00 received from the Nichols Trust. A \$500.00 deposit missing from the MVSb September statement due to a bank error has been corrected and will appear on next month's statement. Motion by B. Miller, seconded by K. Ponton that: The Treasurer's Report for September be accepted. Passed unanimously.

D. **Librarian's Report:** J. Kinnaman distributed and presented his Report. (See attached). No response as yet to the email he sent out about a fiction book group. He explained his rationale for recommending an upgrade to the Library website Wordpress account from personal to business: JAVA script would allow the addition of buttons that make it easier to search, and advertisements would no longer appear. Cost would be \$8.00/month. Motion by S. Whalen, seconded by B. Miller: To upgrade the Wordpress account to a business account. Passed unanimously. A. Nichols will check the motion sensor on the bathroom light. S. Heath asked for demographics on the number of children in Center Harbor, which would be helpful in planning youth programs and events. A. Nichols directed that J. Kinnaman develop a timeframe for reporting the various demographics and statistics that the Trustees have recently requested, and include this timeframe in his next Report. She noted that she and J. Kinnaman have met to discuss his annual evaluation and goals.

F. Committee Reports

1. **Building Committee:** S. Heath reported that she has contracted with Therrien Company to repair the gutter brackets for \$1,750.00, and asked that J. Kinnaman phone her when the repairman arrives. A. Nichols is awaiting a drawing of the new rear storm door from Bill Doucette. Motion by S. Whalen, seconded by B. Miller: To authorize A. Nichols to contract with Bill Doucette to replace the rear storm door, provided the drawing meets the specifications and the price, as previously discussed. Passed unanimously. B. Miller summarized the Committee's telephone conversation with Emma Stratton, Executive Director of the American Independence Museum in Exeter, NH, which includes the Ladd-Gilman House. The House is undergoing major repairs to address significant moisture issues affecting the foundation. (Please see B. Miller's notes of Building Committee Phone Conversation). After discussion, consensus was to propose a 2020 Warrant Article to fund a civil engineering study for design of a plan(s) to address the Library's moisture issues. A. Nichols will pursue estimates of this cost.

2. **Bylaws Committee:** Postponed to November meeting.

G. **Other Business:** Due to the holidays, the next meetings of the Trustees are November 25 and December 16, 2020. A. Nichols noted that the Trustees previously agreed to submit an Annual Report for the *Town Annual Report* this year, in addition to the Librarian's Annual Report. This will be on the agenda for the December meeting.

II. **New Business – 2020 Proposed Budget**

S. Heath gave an overview of the history and process of preparing the proposed Library budget for submission to the Center Harbor Board of Selectmen. The Trustees spent a significant amount of time discussing each line item. (See attached). S. Heath noted that the copier may need to be replaced in the next year or so due to age. The *Cleaning* item under *Office Supplies* refers to cleaning products, not a cleaning service. (The Town provides for the Library to be cleaned weekly by a cleaning service. J. Kinnaman was asked to find out what this cleaning includes. A. Nichols asked that Trustees think about what other routine cleaning may need to be done, which will be discussed at a future meeting). *Postage* refers to the postal box, not stamps (which are currently paid for out of the donation jar). It was unclear as to what the *Collection Development/Donations* item refers. It was noted that the Town, not the Library, covers the line items *Health Insurance*, *Worker's Comp/Unemployment*, *Fuel* and *Electricity*, plus payroll taxes/FICA.

Non-public Session: At 11:29 4am, motion by S. Whalen, seconded by B. Miller: To go into a non-public session per RSA 91-A:3, II (a) to discuss personnel matters. Passed unanimously. Roll Call: S. Heath-yes, B. Miller-yes, A. Nichols-yes, K. Ponton-yes, S. Whalen-yes. B. Miller left the meeting at 11:30am; alternate J. Morse then voting. J. Kinnaman was not present for the non-public session. At 12:03pm, motion by K. Ponton, seconded by S. Heath: To end the non-public session. Passed unanimously.

Meeting reconvened by A. Nichols at 12:03pm. Motion by S. Heath, seconded by S. Whalen that: That the proposed budget for 2020 be a flat budget of \$94,601.60. Passed unanimously. S. Heath and A. Nichols will be meeting with the Selectmen on October 30, 2019 to discuss the Library's proposed budget for 2020.

Adjournment: Motion by K. Ponton, seconded by S. Whalen to adjourn at 12:05pm. Passed unanimously.

Respectfully submitted,
Karen Ponton, Secretary pro-tempore

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

Activity Summary:

SEPTEMBER	2012	2013	2014	2015	2016	2017	2018	2019
Library Circulation	1063	1195	1111	1084	1001	947	937	950
NHDB Circulation	35	67	78	124	112	99	142	142
Hoopla								29
Adj. Monthly circulation	1098	1262	1189	1208	1113	1046	1079	1121
Circulation YTD								
Library YTD	9808	1064	1015	1030	9356	9205	8003	7694
		4	7	5				
NHDB YTD	166	471	711	973	996	1090	1133	1456
HOOPLA YTD								240
Adj. YTD Circulation	8876	9853	9679	1007	9239	9249	8057	8246
				0				
Monthly Visits	645	541	678	699	508	380	591	490
Visits YTD	6042	5594	5124	5327	4951	4840	4048	3832

Collection development. Between July and the end of September, the library added 74 adult fiction, 19 non-fiction, 4 large print fiction, 36 DVDs, 8 audio CDs, and 3 youth books.

Patron services. The Librarian has spoken with Laura Curran, director of the VPS, about having a dual program at the library, date tba. Staff reached out to homeschooling parents via social media and local news. We contacted interested patrons regarding selections for a fiction book group. We will be entertaining the Village Pre-School on their annual Halloween costume march and will host a story time at 11:00am. We have new sub-groups in our email mailing list, book groups and Nichols kids, to stay in touch with these audiences. In September, we answered 32 reference and 11 reader advisory questions. There were 45 computer desktop users and 32 known Wifi users. We added 11 new patrons.

Maintenance. The motion sensor in the bathroom light has not been working for some time. The chain pull which turns the light on and off is a height challenge for some patrons.

New Statewide ILL Server. Data sheets have been sent to Steve to prep for transferring our catalog to the new state system. The date for data transfer has not been announced to date.

Professional Development. The Librarian attended the Reads Conference on monitoring digital literacy for staff and outreach to adult literacy students yielded some potentially useful suggestions. The Librarian YALS conference suggestions on youth outreach did not turn out to be as useful.

2020 Budget. Recommend an upgrade in our websites account on Wordpress 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.

	BUD	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
		2016	2017	2018	2019	2020
SALARIES-GROSS		\$ 62,816.00	\$ 66,518.00	\$ 68,470.00	\$ 70,580.60	
HEALTH INSURANCE						
WORKMEN'S COMP./UNEMPLOYMENT						
FUEL						
FURNISHINGS/EQUIPMENT	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	
REPAIRS/MAINTENANCE	\$ 3,000.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	
SUPPLIES	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	
OFFICE						
CLEANING						
POSTAGE						
ELECTRICITY						
TELEPHONE	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	
TRAVEL	\$ 300.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	
COLLECTION DEV./DONATIONS	\$ 500.00	\$ 300.00	\$ 150.00	\$ 150.00	\$ 150.00	
BOOKS & PERIODICALS	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ 14,000.00	\$ 14,000.00	
LANDSCAPING	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	
SPECIAL PROJECTS FROM GIFTS	\$ 650.00	\$ 650.00	\$ 650.00	\$ 750.00	\$ 750.00	
PROF. DEVELOPMENT & TRAINING	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	
PROGRAM PROJECTS/100 ANNIV.	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	
MISC.	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	
CONTINGENCY/2009 CLEANING SER.						
ASSOCIATES						
COMPUTERIZATION						
BERGSTROM						
COMPUT.MAINTENANCE CONTRACT	\$ 595.00	\$ 595.00	\$ 595.00	\$ 595.00	\$ 595.00	
COPIER MAINTENANCE CONTRACT	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	
LEGAL	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	
TOTAL EXPENSES	\$ 87,187.00	\$ 89,589.00	\$ 91,391.00	\$ 94,601.60		