

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

~~-Approved 1/27/2020-~~

December 16, 2019

Minutes

Call to Order: Meeting called to order at 10:04am. Present: Chairperson Annette Nichols, Treasurer Sarah Heath, Susan Gurney, Bette Miller, Shannon Whalen, Jo Morse (Alternate), Karen Ponton (Alternate); Librarian Jon Kinnaman

- I. Resignation of Jo Morse, Alternate:** The Trustees accepted with regret the resignation of Jo Morse from the Board and expressed its appreciation for her 20 years of service.

II. Ongoing Business

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

B. Story of the Month: The Librarian shared a patron's recent compliment that the Library has "...a remarkably good collection for a small town" and that last week's storytime attracted a woman with her two young, active grandchildren.

C. Treasurer's Report: S. Heath distributed her Report. Expenses were \$7,014.28 and include \$61.50 under *Computer* to retrieve a file from the cloud and \$96.89 for seasonal decorations under *Program Projects*. Only \$121.27 was spent for *Books & Periodicals*. There were no deposits or withdrawals from MVSBS account in November. She reminded the Trustees that the proposed Library appropriation for 2020 will not reference the Nichols Trust. K. Ponton asked about the "JE Nichols Mem Lib" trust contained in the *Report of Trust Funds* in the *Annual Town Report*. S. Heath explained the history of this trust fund, which dates back many years to when the Library Association was dissolved. Further discussion postponed, and the item will be placed on the Board's 2020 agenda. S. Heath also brought to the Board's attention her concern that she did not receive receipts from the Librarian for two (2) expenses: last month's bill from Crane Maintenance (only an empty envelope) and postage that was charged to the Library's Town credit card. She directed that the Librarian submit receipts to her for any future credit card purchase as soon as the purchase is made. This will facilitate prompt payment by the Town to avoid late fees. There was some discussion about whether the Library needs a Town credit card. Consensus was to postpone further discussion until the relevant policy can be reviewed. Motion by S. Gurney, seconded by B. Miller that: The Treasurer's Report for November be accepted. Passed unanimously.

D. Librarian's Report: K. Ponton requested that copies of materials needed at Trustee meetings be made before, not during, the meeting to save time. J. Kinnaman distributed and presented his Report. (See attached). The Board discussed at some length the use of EBSCO databases. Apparently, patrons will continue to have difficulty accessing materials, as passwords will still be needed unless issues with authentication can be addressed. J. Kinnaman reported that other libraries face the same issues with no satisfactory resolution. Since the State Library endorses EBSCO, K. Ponton suggested that this matter be brought to their attention. A. Nichols questioned why access couldn't be through the Library website. She also suggested Trustees try EBSCO to see first-hand what its use entails. Login is *nicholsm*; password is *@03226*.

1. Daily Operations: J. Kinnaman distributed the Staffing Schedule and the Maintenance/Facility Inspection Schedule (see attached). Staff hours include State-mandated breaks and lunchtime. Revisions to maintenance schedule were discussed, including: adding contact phone numbers, coordinating with Road Agent Jeff Haines to remove trash from basement twice per year, removing plastic from cardboard boxes before breaking boxes down, weeding books from stacks twice per year, and sorting through and storing books for booksale in basement. The Library is responsible for maintenance of the mini-split AC/heating unit, boiler (Phil Cowles) and copier (Twin Rivers). The items "post office box" and "Bay District sewer" were deleted, as they are not maintenance items.

2. Update of Community Development Goal: A. Nichols reminded the Trustees and the Librarian

that this goal will be a key topic of discussion for the January 2020 Board meeting. J. Kinnaman reported he will pursue organizing a book group after the holidays. The Trustees resumed their discussion from last month's meeting of using a questionnaire to solicit community input. J. Kinnaman is considering using surveymonkey.com. He asked about whether the questionnaire is to be structured for a targeted or general library audience. He was directed to contact other libraries to see how they set up their questionnaires, and to keep it simple. A. Nichols asked about progress in obtaining Town demographics. The Librarian was referred to census data, information about the area on real estate websites, the *Annual Town Reports* and other sources. The Trustees asked that J. Kinnaman explore adding a calendar of events to the Library website centerharborlibrary.org. (Library activities are already posted on the Town calendar at centerharbornh.org). S. Whalen suggested events also be submitted to the *Laconia Daily Sun*, in addition to *The Meredith News*.

3. **Update on Programs for Children and School/Library Programs:** J. Kinnaman reported that the Library is offering Holiday Storytimes on Fridays at 11:00am this month. Storytimes are planned to continue in 2020.

4. **Annual Report:** A. Nichols and J. Kinnaman have begun working on the *Library Annual Report* for the *Town Annual Report*. No further discussion due to time constraints.

E. **Building Committee:** The Building Committee met earlier today.

1. **Gutter Repair:** S. Heath reported that she has been unable to reach Therrien Company after several phone calls, and will continue to try.

2. **Rear Storm Door:** The rear storm door has been hung but the glass and the lower panels have yet to be installed. J. Kinnaman was asked to call A. Nichols when Bill Doucette returns to finish the work.

3. **Other:** K. Ponton shared her concern that the gutter and storm door repairs may not be completed before the end of the Town's fiscal year, December 31st. S. Heath will check on whether these funds can be encumbered. The Trustees expressed their appreciation to Emma Stratton for sharing her experiences with restoring the historic Ladd-Gilman House, and for her suggestions about the Library's moisture/water issues during her visit here earlier this month. Photos of the restoration may be found online on their Facebook page: *American Independence Museum*.

III. New Business

A. **Book Author Talk(s):** A. Nichols reiterated her interest in the Library hosting a talk(s) by local authors. She envisions the Nichols Library one day as "the 'go to' Library for local authors." Consensus was to host a local author talk in 2020 as part of the Library's community development efforts.

B. **Librarian Evaluation Form:** A. Nichols asked S. Gurney to work on possible revisions to the form used this year to evaluate the Librarian. Consensus was that some sections of the generic, NH Library Trustees Association form did not apply. S. Gurney will email samples to the Board for comment.

IV. Other Business:

A. **Trustee Alternates:** With the resignation of J. Morse, there will be now two (2) vacancies in the position of alternate. The Board discussed some possible candidates.

B. **Expiring Trustee Term:** The Board enthusiastically endorsed A. Nichols to appear for re-election on the 2020 Town ballot.

Adjournment: Motion by S. Heath, seconded by S. Whalen to adjourn at 11:43am. Passed unanimously.

Respectfully submitted,
Karen Ponton, Secretary pro-tempore

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Librarian's Report, November- December, 2019

Collection development and maintenance. In November the library added 13 fiction titles, which included bestsellers, local favorites and critically praised titles. The 8 NF titles included bestsellers, biography, history, and current affairs. We also added the latest in a popular JUV series and 4 books on CD. Six DVDs were ordered during November but none were received until after December first. Eleven titles were withdrawn. One patrons observed that our collection remarkably good for a small town.

Patron services and Community Development. An ongoing weekly pre-school story-time is in place on Friday mornings at 11. Christmas-themed story hours have been publicized for Fridays in December. VPS visit tabled until the holidays. A statewide spelling bee for homeschool students was announced on 12/13 and will be publicized by the library. Adult program initiatives to be resumed after the holidays.

Digital Services: Our WordPress page has been upgraded as agreed to in October. New links to Ebsco databases have been added and tested. It may be possible to added authentication to the links; in the meantime, patrons will need to used passwords, readily available thru library staff. I am also working with Ebsco on creating a custom search box for Consumer Reports.

Maintenance. Staff reported that the front door lock frequently sticks on opening. Several times in the past 10 days, it has failed to open at all. A maintenance schedule is appended.

Library Staff/Professional Development. Glenn and Lois did an excellent of job of carrying on library operations in the director's absence. This included cataloging and processing new materials as well as maintaining daily operations. The winter-spring staff schedule is appended. A draft of the annual report specifically referencing RSA 202-A:12 and advocacy principles was submitted to Annette on 12/12.

Activity Summary: November

	2012	2013	2014	2015	2016	2017	2018	2019
Library Circulation	901	935	885	740	918	674	668	488
NHDB Circulation	31	60	67	107	127	131	171	140
Hoopla								25
Adj. Monthly circulation	932	995	952	847	1045	805	839	653
Library YTD	11873	12563	12209	12075	11178	10637	9389	8733
NHDB YTD	223	598	872	1207	1247	1335	1422	1736
HOOPLA YTD								280
Adj. YTD Circulation	12096	13161	13081	13282	12425	11972	10811	10749
Monthly Visits	618	486	551	607	372	366	373	333
Visits YTD	7120	6496	6122	6243	5783	5507	4684	4430

Respectfully submitted,

Jon Kinnaman Director

Library Staff Schedule

	Monday	Tuesday	Weds	Thurs	Friday	Saturday
9:30	JK 9:30 to 6:00	JK 9:30 to 1:00	JK 9:30 to 6:00	JK/GW* 9:30 to 1:00	JK 9:30 to 6:00	JK/GW 9:30 to 1:00
10:00	GW 10:00 to 3:00		GW 10:00 to 3:00			
10:30						
11:00						
11:30						
12:00						
12:30						
1:00						
1:30		JK Admin Hrs 1:30pm - 4pm		JK Admin Hrs 1:30pm - 4pm		
2:00						
2:30						
3:00						
3:30						
4:00						
4:30						
5:00						
5:30						
6:00						

Public Hrs 33 hours
 Lib Hrs 36 hours,
 15 hours double staff coverage/week; 21 Jly_Aug
 15 hours single staff cover Jyl-Aug
 6 Hrs office hours
 Lb Asst Hr Lib. Ast. 18 hours/week
 3 hrs/single coverage week bi-weekly
 **1 Monday/month for Trustee Meetings
 *Alternating TH-SAT

Library Physical Plant Maintenance Schedule.

Daily: check lights, heating system, computer workstations and network, entrances and exits.
Drain dehumidifiers. Make sure walks are kept clear during winter season. Report anomalies to Trustees.

Weekly. Check supply needs. Monitor contracted cleaning service. Check fuel level during heating season. Make sure grounds and beds are being cared for in season.

Monthly. Report needs and concerns at monthly trustees meeting.

Annual

Furnace cleanup and check (April-May)

Mitsubishi AC/Heating unit checkup (May-June)

Copier cleanup (November)

Adjust timed lights and heater at season change (biannual).

Annual Maintenance Contracts

Book Sys (suppt)	Feb	595.00
Book Sys (snapshot)	Jan	385.00
Deep Freeze (AdelXT)	May	31.05
Remote B/U (AdelXT)	May	99.50
USPO Box	June	208.00
Bay_Dist.sewer	Dec	
<i>Symantec (AdelXT)</i>	<i>Dec</i>	<i>200.00</i>