

Town of Center Harbor

Nichols Memorial Library Trustees Meeting

November 13, 2021

10:00 am – Call to order – An emergency meeting is called to order by Chairperson Ann Xavier to address the sudden resignation of the library assistant. In attendance: Trustees Ann Xavier, Karen Ponton, Stephany Marchut Lavallee, Sandy Frost, Ginny Fisher; Bette Miller.

1. On November 12, the library assistant Margaret Adams submitted her resignation by email to Chairperson Ann Xavier.
2. Karen reported that an individual, who works part time at nearby library, has offered to help cover some hours at our Library on Mondays and possibly Thursdays until the position of Librarian can be filled.
3. Karen moves to hire Linda Hough on a temporary basis to help cover Library open hours on Mondays and Thursdays at \$18.00 per hour. Ann seconds, with the amendment that the library will be open Mondays and Thursdays, beginning November 15. Motion passes unanimously. Ann suggested that Linda be asked to work 10am-6pm.
4. Board members will be present at the Library with Linda until she is comfortable with the system.
5. It was confirmed that the prospective candidate for the position of Librarian will be interviewed by the full Board on Tuesday, November 16 at 10:00am in the library.
6. The Librarian position will be part time (30 hours per week) with the possible addition of hours in 2022.
7. The Board decides to meet briefly at 11:00am on Tuesday, November 16 after the interview to follow up.
8. The Board discusses security measures at the library given the recent resignations. Ann will check on whether keys to the building have been returned. She will also issue keys to the Trustees on Tuesday. K. Ponton reports that Steve Jussif of Adel-XT has already changed the passwords remotely on the library computers, but will need to come onsite for the private Wi-Fi. This will be at a higher cost than remote service. Karen motions to authorize paying Steve Jussif to change the password on the library's private Wi-Fi and perform any other needed measures as soon as possible to ensure security. Ann seconds. The motion passes unanimously.

10:50 Ann moves to adjourn, Sandy seconds, approved unanimously.

Respectfully submitted,

Ginny Fisher, Secretary