

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

-Approved 7/22/19-

June 24, 2019

Minutes

Call to Order: Meeting called to order at 9:53am in Cary Mead Room. Present: Chairperson Annette Nichols, Treasurer Sarah Heath, Bette Miller, Shannon Whalen (until 10:58am), Jo Morse (Alternate), Karen Ponton (Alternate); Librarian Jon Kinnaman; Absent: Susan Gurney
Voting Alternates: J. Morse in absence of S. Gurney; K. Ponton in absence of S. Whalen

- I. **Non-public Session:** At 9:54am, motion by S. Whalen, seconded by J. Morse: To go into a non-public session per RSA 91-A:3. II (a) to discuss a personnel matter. Passed unanimously. Roll Call: B. Miller-yes, J. Morse-yes, S. Heath-yes, A. Nichols-yes, S. Whalen-yes. Alternate K. Ponton was present for the discussion but did not vote. At 10:17am, motion by S. Heath, seconded by B. Miller: To end the non-public session. Passed unanimously.

Meeting reconvened by A. Nichols at 10:24am in Library.

- II. **New Meeting Introduction - The Story of the Month:** A. Nichols suggested that to better understand our patron base, J. Kinnaman present an interesting anecdote from an interaction with a patron at each Board meeting. He spoke of meeting with a young person who was interested in learning about what librarians do, at the request of her grandmother. He answered her questions, showed her the computer and taught her how to label and shelve a new library book. J. Kinnaman also told about a request for a book with an unusual title (*Soy Sauce for Beginners*) by a local book club member. He ordered 5 copies; 3 have already been circulated.

III. **Ongoing Business**

A. **Review/Approval of Minutes:** Motion by S. Whalen, seconded by B. Miller that: The Minutes of May 20, 2019 be approved as written. Passed unanimously.

B. **NHTLA Conference Report:** Trustees who attended the NHTLA Annual Conference shared comments. S. Whalen found the review of RSAs very helpful, as well as making connections with other trustees during the roundtable discussion. B. Miller learned about several policies that every library should have, such as: supervised family visitation procedures, who can use the Library, service and emotional support animals, freedom to read, and separate policies for finances, personnel, facilities and circulation. J. Kinnaman reported some of these are already in the Library's *Policy Manual* but should probably be reviewed. B. Miller will pursue additional information about supervised family visitation procedures. A. Nichols spoke about the role of libraries in protecting free speech and advocating for the First Amendment. She also asked J. Kinnaman to add the *Policy Manual* to the website for easier Trustee access and to forward an electronic copy to the Secretary.

C. **Treasurer's Report:** S. Heath distributed her Report. Expenses were \$8,238.84, including \$210.00 for Trustee memberships in the NHLTA under *Professional Development* and \$75 under *Miscellaneous* for drone photography of the building. Only one check was written from the MVS account (#123 for \$195.00 to cover registrations for the NHLTA Conference), and there was a charge for new deposit slips (\$16.50). S. Heath obtained information on how the Nichols Trust is invested, which she gave to A. Nichols, and reported that as of June 20, 2019, the "50" account is valued at \$91,518.02 and the "40" account is \$83,201.79. Motion by J. Morse, seconded by S. Whalen that: The Treasurer's Report for May be accepted. Passed unanimously.

D. Librarian's Report: (See attached). J. Kinnaman presented his Report. He remains concerned about Hoopla usage, as \$230 of the budgeted \$500 has already been spent. Patron database has been trimmed and updated; it now contains 1,083 persons. Those with email addresses have been added to the electronic newsletter mailing list, and a newsletter should be forthcoming. He reported a new summer library assistant has begun working. A. Nichols clarified the roles of the Board and the Librarian with regards to hiring staff.

Non-public Session: At 11:03am, motion by S. Heath, seconded by J. Morse: To go into a non-public session per RSA 91-A:3, II (a) and (b) to discuss a personnel matter and the hiring of a public employee. Passed unanimously. Roll Call: B. Miller-yes, J. Morse-yes, S. Heath-yes, A. Nichols-yes, K. Ponton-yes. J. Kinnaman was present for discussion of a personnel matter and a candidate he recommended be hired as an assistant for 6 hours/week for the 10-week summer session. Motion by K. Ponton, seconded by B. Miller that: Lois Brady be hired at the rate of \$12.00/hour for the summer session, pending a background check. After discussion, motion by A. Nichols, seconded by S. Heath, to amend the motion to \$12.25/hour. Amendment passed unanimously. Motion as amended passed unanimously. At 11:41am, motion by J. Morse, seconded by B. Miller: To end the non-public session. Passed unanimously.

Meeting reconvened by A. Nichols at 11:41am. A. Nichols noted that in the future any hiring issues or modifications to staffing should be brought to the Trustees' attention as soon as possible. If needed, a special meeting of the Trustees can be scheduled.

Non-public Session: At 11:45am, motion by K. Ponton, seconded by S. Heath: To go into a non-public session per RSA 91-A:3, II (a) to discuss a personnel matter. Passed unanimously. Roll Call: B. Miller-yes, J. Morse-yes, S. Heath-yes, A. Nichols-yes, K. Ponton-yes. J. Kinnaman was present. At 11:56am, motion by B. Miller, seconded by K. Ponton: To end the non-public session. Passed unanimously.

Meeting reconvened by A. Nichols at 11:56am. Consensus was to support J. Kinnaman's recommendation that 2 staff, rather than 3, cover the Library on Thursdays during July and August. S. Heath asked whether Glen Walker, Library Assistant, would still be available to cover in an emergency. J. Kinnaman said he would check.

E. July 4th Library Activity: K. Ponton reported that plans for the July 4th book sale are in place. J. Kinnaman and G. Walker will set out the books and tables the night before, cover them overnight, and bring any remaining books back inside on Friday. She has 2 yard signs and will bring a jar for donations. The bookmarks have been printed. S. Gurney, B. Miller and J. Morse will also help at the sale.

F. Committee Reports - Bylaws and Landscape Committee: Given time constraints, postponed to July meeting.

IV. New Business: None.

V. Other Business - Library Tour: Postponed to future meeting.

VI. Adjournment: Motion by B. Miller, seconded by J. Morse to adjourn at 11:58am. Passed unanimously.

Next Meeting: Monday, July 22nd at 10 – 11:30am.

Respectfully submitted,

Karen Ponton, Secretary pro-tempore

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Librarian's Report to the Nichols Library Board of Trustees. May-June 2019

Activity Summary: Circulation and visits in were up in May, despite continuing cool and damp weather, and the aforementioned delay in return of summer visitors.

Activity Summary

May_19	2012	2013	2014	2015	2016	2017	2018	2019
Library Circulation	898	1002	1026	1089	1004	995	679	790
NHDB Circulation	17	36	107	108	129	135	114	196
Hoopla								46
Adj. Monthly circulation	915	1038	1133	1197	1133	1130	793	1032
YTD Library Circulation	3115	3628	3474	3585	3179	3291	2866	2608
YTD NHDB Circulation	51	180	373	517	608	637	580	849
YTD Hoopla Circulation								140
Adj. YTD circulation	3166	3808	3847	4102	3787	3928	3446	3597
Monthly Visits	440	542	557	555	410	406	298	382
Visits YTD	2068	2109	1876	2081	1902	1625	1378	1422

Collection development and patron services. The Library added 56 items in in April. Library staff withdrew 345 materials from all areas of the collection. Targeted areas for weeding were little used coffee-table sized books and dated youth NF. There was also standard weeding in adult fiction, non-fiction, audio CDs and youth books. There were 19 PC uses and 13 recorded wifi uses inside the library; that is the closet wifi has come to matching desktop use. The change in monthly borrowing rates for Hoopla user was announced via newsletter, the press and social media. Also announced was the ability to use our catalog to search and access holdings in NH Downloadable Books.

Patron base and library use. The patron database was cleared of 1,700 names which had been inactive for five years or more. Our current patron list is at 1,083 persons. Of those patrons, 299 have borrowed physical materials in 2019. Of these 53 average a single use per month; 44 two-three uses. 33 patrons average more than 5 uses per month item. All current patrons with email (623) have been imported into our electronic newsletter mailing list.

Staff/Prof. Development. Kim Anderson and Lois Brady will be working as summer assistants for the Nichols Library. Lois comes to us with previous library experience, including use of our catalog system.