

**James E. Nichols Memorial Library
Board of Trustees Meeting
Monday, Dec. 18, 2023 @ 10:00am**

- I. Call to Order**
- II. Approval of Minutes Nov. 27th, Special Meeting Nov. 29th, & Special Meeting Dec. 7th, 2023**
- III. Order of Agenda and Additional Items**
- IV. Chairperson's Report**
 - A. Met with Chris Williams. What do we envision downstairs?
 - B. Attorney Cole Retained
 - C. Review Letters of Employment for Director and Assistants
 - D. Increase Hours for Assistants and Extend Open Hours for Library
 - E. Review Letter of Employment for Substitute Librarian
 - F. Sandy will run meetings when A. Xavier is not able
- V. Treasurer's Report**
 - A. November Monthly Report & Bank Statements
 - B. New Maturity Date for 2 CDs – 9/26/2023
 - C. Update on Possibly Using Unspent Appropriation towards New Server
 - D. Other
- VI. Librarian's Report**
- VII. Building Committee Report**
 - A. Chairs update
 - B. Decision(s) on Painting Back Hall/Stairwell & Refinishing Front Door & Source of Funds
- VIII. Policy Committee Report**
- IX. Non-public Session per RSA 91-A:3, II**
- X. Unfinished/Continue Business**
- XI. New Business/Other Business**
 - A. Strategic Plan
- XII. Adjournment**