

**James E. Nichols Memorial Library
Board of Trustees Meeting
Monday, February 26, 2024 @ 10:00 AM**

- I. Call to Order**
- II. Approval of Minutes 9/27/23, 9/28/23, & 1/22/24**
- III. Order of Agenda and Additional Items**
- IV. Chairperson's Report**
 - A. Order of Agenda Format / Order
 - B. Google Drive Step-by-Step Instructions
 - C. Follow-up Christopher Williams & Associates
 - D. Appointment of Trustee Vacancies
 - E. Trustee Meeting Dates after Elections
 - F. Library Hours (Changing Thurs. 12-6)
 - G. Advertising for a Library Assistant
 - H. Microwave & Refrigerator / Upstairs Closet
 - I. Library Card Application / Children
- V. Treasurer's Report**
 - A. Annual Report of Treasurer 2023
 - B. 2023 Audit Preparation
 - C. C. Monthly Report for January
 - D. Trustees of Trust Fund Disbursement
 - E. Savings Account Only for Lost/Damaged Book & Equipment-Generated Income
 - F. New Special 5-month CD 5.10% at BNH
 - G. Proposed Financial Policy on Use of Interest from CDs
 - H. Acceptance of \$25 Donation per RSA 202-A:4-c
 - I. Other
- VI. Library Director's Report**
 - A. Director's February Report
 - B. Patron Survey
 - C. Goals
 - D. Library Card Application
 - E. Quotes: Mango and Traf/Sys
 - F. Website Update
 - G. Patron Cards/Barcodes

- H. New Material Barcodes
- I. Purchase of new Phones
- J. @ gmail.com email
- K. Scrooge & Marley Consortium Hosting - May 14th

VII. Building Committee Report

- A. Dates for Refinishing Front Doors
- B. Specs for Painting Back Stairwell

VIII. Policy Committee Report

- A. Substitute Library Assistant Position Description

IX. Non-Public Session per RSA 91-A:3, II

- A. Employee

X. Unfinished/Continued Business

- A. Strategic Plan

XI. New Business/Other Business

XII. Adjournment