

**James E. Nichols Memorial Library  
Board of Trustees  
Meeting Minutes  
Monday, April 25, 2022**

**CALL TO ORDER:** At 10:00 a.m. Chair Ann Xavier called the Board of Trustees meeting to order. Trustees Sandy Frost, Secretary, Karen Ponton, Treasurer, Bette Miller (non-voting), and Aisilyn Guivens, Librarian were present. Ginny Fisher and Stephanie Marchut Lavallee were absent with notification.

**MEETING MINUTES:**

- **March 28, 2022 Board of Trustees meeting:**

Ann Xavier corrected two items to the March 28, 2022 minutes: 1) A. Xavier did not approve the discussion for policies be limited to three minutes. 2) A. Xavier did not move to continue as Chair. S. Marchut Lavallee nominated A. Xavier to continue as Chair.

K. Ponton moved to accept the amended minutes, A. Xavier seconded the motion and the motion passed.

**CHAIRPERSON'S REPORT:**

- A. Xavier **Added to the Agenda:**

- Discussion with Sgt. Weiss, CHPD indicating historical letters will be returned to the library. Sgt. Weiss also recommended that the library install cameras. A. Xavier agreed to research cameras for the library.
- Law Offices Frank S. Michel, PLLC, - A letter was received "Accounting & Final Distribution; Receipt & Release of Final Distribution" A. Xavier motioned that K. Ponton be authorized to sign the Receipt, Release, and Refunding Agreement, seconded by S. Frost and the motion passed.

- **Removal of door outside Aisilyn's office:**

A. Guivens requested the door be removed next to librarian's office because it is in the way. A. Xavier and J. Haines (DPW) examined the location of the door and by removing it indicated the wall behind the door would be a good place to hang the AED. K. Ponton was not in favor of removing the door for historical reasons and indicated the AED should be left in the closet, where it has been stored. S. Frost was in favor of removing the door for safety reasons and agreed the wall was an ideal spot to place the AED. It was agreed to revisit this topic at the next Board of Trustees meeting.

- **Floating Shelf for Ceramic Vase:**

The antique vase is in an unsafe area in the Children's section of the library. It was agreed it should be moved, to be determined by the Librarian.

- **Blanket rule for discussions after allotted time of meeting has gone over:**

Discussion was had on allowing time to go 15 minutes longer by Trustees present. It was decided that 15 minutes is adequate and A. Xavier will make a motion to continue 15 minutes longer in a meeting if needed.

- **Roofing Proposals:**

Ann Xavier has been working with Bill Ricciardi on roof repairs. Quotes were received by Therrien Company, Inc. and W.B. Reidy. East Coast Foundation recommended contacting a general contractor for water diversion. A. Xavier will talk to the Board of Selectmen about the recommendations and quotes.

- Notice of Public Hearing Acceptance of Gifts or Personal Property, Center Harbor Municipal Building, 36 Main Street, Center Harbor, NH 03226 is set for Wednesday, May 18, 2022 at 10:00am

**Treasurer's Report:**

- Treasurer's Monthly Report dated March 30, 2022 (attached), MVS Bank Statement and 1<sup>st</sup> Quarter Income Balances were submitted by K. Ponton, Treasurer.
- A copy of the James Nichols Last Will and Testament has been obtained.
- Reimbursement of \$50 NHLTA Spring Conference Fee
- Acceptance Of Donations per RSA 202-A:4-b: K. Ponton reported this agenda item was not needed this month

**Librarian's Report:**

- Assistant Position/Vote for second interview: Discussion was had on three applications for Library Assistant position. A. Guivens was comfortable with all three candidates and was most impressed with one candidate. It was decided/agreed to invite one candidate back for a second interview with the Board of Trustees / Board of Trustees Meeting scheduled for a non-public session Per RSA 91-A:3, II(b) – the hiring of any person as a public employee, Monday, May 2, 2022 at 10:00am at the James E. Nichols Memorial Library, 35 Plymouth Street, Center Harbor, N H 03226.
- Questions about Volunteers: Discussion was had on the process of interview, criminal record check and signing the Volunteer Policy.
- Approval of Vacation Time: K. Ponton motioned to approved A. Guivens' July vacation time request, seconded by A. Xavier, and the motion passed.
- Advertisement of Summer Library Aide: K. Ponton motioned to authorize A. Guivens to advertise for Summer Library Aide, seconded by A. Xavier, and the motion passed.

**Continuing Business:**

- S. Frost reported that The Little Free Library was installed at the Center Harbor Town Beach pavilion location facing the children's playground. New books were placed in the cabinet and the larger books that could not fit were given to A. Guivens for the Nichols Memorial Library.
- July 4<sup>th</sup> Book Sale: S. Marchut Lavallee will give a report at the next Trustee Meeting. A. Guivens will provide a table to be used outside for the Book Sale.

**Committee Report:**

- K. Ponton - The Personnel Policy Manual is now on-line.

- B. Miller - The clock was dropped off on April 4<sup>th</sup>, it is working and is still at the repair shop.
- B. Miller - An inventory list has been composed with all items in the library. The list will be supplied for the next Trustee Meeting.

**New Business:**

- Open House for Children's Section: There was discussion on having an Open House on Saturday, June 18, 2022. It was suggested that Chair of The Board of Selectmen, Richard Drenkhah speak at the open house. It was also suggested the "Gusto" or "Canoe" restaurants be asked to donate refreshments for the occasion.

**Other Business:**

- The Board of Selectmen's Volunteer Appreciation will be held Wednesday night at "Gusto" (4/27/22).
- Discussion was had on the Harvard/Yale Crew Regatta which was held in 1852. S. Frost reported that Parks and Recreation could tie in a special celebration with the library at the Annual Summer Beach Party held at the Center Harbor Town Beach. This is an end of the summer celebration for the children.

**Adjournment:** At 11:35 K. Ponton motioned to adjourn the Library Trustee Meeting. A. Xavier seconded the motion and the motion passed.

Respectfully submitted,

Sandy Frost  
Secretary, Library Board of Trustees