

Moultonborough Public Library  
Board of Trustees meeting  
June 19, 2025

PRESENT: John Buckley, Chair; Sally Barlett, Vice Chair; Sherry Wakefield, Treasurer; Jack Weekes, Peter Olsen, Kim Lefebvre, Jane Harrington, Brittany Durgin, Library Director; Nancy Cole, and Robert LaFlamme

John called the meeting to order at 9:00 a.m.

The Pledge of Allegiance was taken.

Nancy Cole will take minutes for the July meeting.

Secretary's Report:

Motion to approve the April Board meeting minutes and the Public Hearing minutes made by Sherry, seconded by Nancy, and it was unanimously approved.

Treasurer's Report:

Sherry stated that we have \$420.26 in our Sunshine Fund as we made one disbursement. She suggested that every board member make their \$50 contribution at the beginning of each year in January. All agreed.

Sherry commented that we are on track with our budget as the fiscal year comes to an end. Also, the new sign has been paid for in full. John explained that the maintenance expenses as they occur come out of Trustees' funds and then they are reimbursed from the Trustees of the Trust Fund. We received a check from the Capital Reserve Fund as reimbursement for the expenses that we incurred this past fiscal year. We also have received several gifts including an anonymous gift of \$500.00 to be used for needs in the youth services department.

Jane moved that we accept all gifts, seconded by Jack, unanimously approved.

Sherry discussed year-end projections with Brittany and discrepancies with the Town's salary report were discovered. The report does not show all month's health insurances which were paid being posted to the Library's account. Sherry has adjusted the report to correctly reflect the payments. Andrea, the Finance Director, directed Sherry to manually add these adjustments since the report did not reflect them.

Motion to approve the Treasurer's Report made by Sally, seconded by Peter, unanimously approved.

Library Director's Report:

Brittany informed us that the Friends wish to fund a library project for up to \$10,000 - \$15,000. Some suggestions discussed were to replace the chairs in the program room, update the AV equipment in the program room or update some of the computer equipment in the library. Nancy offered to contact her brother-in-law who sells office equipment to look into options for new chairs.

Brittany then stated the need to replace several smaller items including library supplies, shelf talkers and a new picnic table etc.

Peter suggested and Sherry moved that we spend the remaining funds from the Warrant Article left over after Brittany's "End of Year List" of small items are deducted and we put them toward technology. John seconded and all unanimously approved.

Brittany next explained that our new website developers do not also host the website and so we will need to find a website Host, which will be an annual expense. She also introduced the concept of drone video/photos to enhance the new website, and showed us an example of how it would reflect our building and locale, and requested that it be added to the new website before it is launched this summer.

John moved that this be incorporated into the total costs for the new website which are being paid out of the Trustees' funds already. Jane seconded and all unanimously approved the additional costs.

Jo-Ann recently made a complete inventory of all the technology that is in the Library. Discussion then ensued about the real need to update the computers as Windows 10 will no longer be supported by October 2025 causing a security issue. Peter suggested, that in his opinion, all the computers for staff and the public should be done all at once to maintain continuity. A great need to be replaced are the 4 desktops in the adult area, transition to 5 Chrome boxes in the children's room, 1 Apple in the youth room and the public printer and barcode scanners. The total quote for everything is around \$29,000.00 max, but bundling would reduce the cost. It was suggested that we ask the Friends for their \$15,000 donation to be used for the new computer/tech updates.

Nancy requested that the Friends' messages on the new sign have the same priority as library programs on the sign. Nancy moved that Library sign policy be added into the policies section of the handbook and that The Friends be included with Library sponsored events. Jack seconded, all unanimously approved.

Brittany has created the Library Page Job ad with the help of AI. Trustees approved posting as presented.

Sally moved to accept the Director's report, Nancy seconded, all unanimously approved.

Sherry moved to close the Public Session at 10:05 a.m. Jack seconded, all unanimously approved.

Sherry moved to go into Non-Public Session at 10:09 a.m., John seconded, all unanimously approved.

Jane moved to close Non-Public Session at 11:05 and into Public Session at 11:09 seconded by Sherry and all unanimously approved.

Sally moved to adjust wages as discussed, effective pay period beginning June 23, Jack seconded, unanimously approved.

Committees:

Landscaping:

Kim stated that Miracle Farms have done the plantings and turned on the irrigation.

M & L will weed every other week, prune the bushes a bit more severely and will continue to remove the bittersweet around the building.

Friends of the Library:

The House Tour was a great success bringing in approximately \$13,000/\$14,000.

Old Business:

Sally was commended by all for her work on the New Lights, etc.

Jack & John were commended for their work on Personnel.

New Business:

The new Website will be up in running in August.

The Librarians visited the Historical Society Museum as part of their mission of "Knowing what's in the Community" so that they can know where to direct patrons.

Motion to adjourn at 12:00 p.m. made by Sherry, seconded by John, unanimously approved.

Respectfully submitted,

Jane Harrington