

**Moultonborough Public Library
Board of Trustees Meeting
August 21, 2025**

Present: John Buckley, Chair; Sally Bartlett, Vice Chair; Sherry Wakefield, Treasurer; Nancy Cole, Peter Olsen, Jack Weekes; Kim Lefebvre, Alternate; Bob LaFlamme, Alternate; Brittany Durgin, Library Director.

The meeting was called to order at 9:03 am and the Pledge of Allegiance recited.

Review and approval of minutes: No comments were made regarding the minutes of the previous meeting. Motion to accept the meeting minutes made by Sally, seconded by Sherry, unanimously approved.

Treasurer's report: We are now in a new fiscal year. So far, during the first month, we are executing according to plan. During the month of July, end of the year salaries were split between two fiscal years, which is different than in past years. In August, the end of year salaries were reallocated to be distributed in the current fiscal year as planned. John clarified for everyone that the Town does the payroll for the Library. Brittany mentioned that for budgeting purposes, we were expecting an underestimation of insurance costs, however this is no longer the case. Nancy then motioned for acceptance of the Treasurer's report, Sally seconded, unanimously approved.

There was a motion to accept \$1000 gift from Winter Harbor by Sally and seconded by Nancy. All approved and the motion carried. There was also a \$20 cash donation noted.

Library Director's report:

1. Brittany reported that she and the technology committee are investigating an upgrade for accessibility features for the program room. (Such as hearing, visual or learning disabled.) They are waiting for a quote. Closed Captioning is a capability from Windows 11, so there is no need to include that in an upgrade.
2. CIP. The written director's report has a link to the updated CIP. It is on the shared Google drive.
3. Phone system. Brittany was planning on requesting \$700 to purchase new phones. Upon reflection and consultation, the plan was revised to purchase 2 units for evaluation purposes and then adding further phones as desired or required, decreasing the overall expenditure.
4. Policies. Our existing policy was not specific enough for charges relating to overdue items. Patrons are sent overdue notices after 7, 14, and 21 days, after which time an item can be returned or paid for. John asked how frequently there were extended delays on returns due to patrons leaving for the winter. Brittany thought greater than 12 per year. The policy change will require payment for the item, even if it's returned after 90 days overdue. Bob asked how this would impact families checking out multiple items. Brittany indicated that this did not happen often. They usually bring them back. Sally indicated that 90 days is a long period. All were in favor of the change to the policy.
5. Nonpublic session. A motion was made by Sherry to enter a non-public session at 9:24. It was seconded by Jack. At 9:31 we returned to public session.

6. Statistics. We have had up to a 16% increase in door count. Peter asked if we have changed the method by which we are counting. There has been no change. Many of the other data points are up as well. The increases are considered significant. John noted that he liked the year end document for circulation number analysis. Brittany indicated that the numbers were up overall, but it was interesting that there were significant percent changes both upward and downward for specific collection codes. John would like to spend more time discussing this document next month and felt the document was quite instructive. It can be used for collection development. The amount of DVD's and large print items were of note.

Youth Services report: The summer reading program theme was "Color Our World".

// Peter noted an addition error on the treasurer's report in the total assets column, first page.

Sherry agreed this was an error and will adjust the sum accordingly. //

Sharon reported that there were 105 participants for the summer program. The evening open house had 35 families participate. There were different stations with activities and crafts and participants left with goody bags provided by the Friends. This was a big increase over last year and there were 44,585 minutes read with not all forms being returned. There were 95 different programs since June, with high numbers. Readings at Castle in the Clouds and The Boat Museum, saw families follow back to the library. 5 children graduated the 1000 books before kindergarten program. Raffle boxes were given away. The 4H program also went very well. DPW is in the process of making the story boards for the walk at Sheridan Pond. They will be put in this fall if they are finished. They can be easily changed and updated to different stories.

Adult programs. There were slides presented. 456 tickets were given to patrons for the raffle for adult basket prizes. The Salad a Day challenge was popular and 10 completed logs were turned in. There were 9 different programs and all received positive feedback via email and verbal. Many were requested again for next year.

Committee & Liaison Reports:

Personnel: NTR

Technology: Phones previously discussed. The Friends have donated \$15,000 for upgrades to technology. It is likely that the upgrades and replacements will cost an additional \$1,500 or more depending on the Windows 11 update. The first scheduled refresh/update to computer systems was done approximately 3 years ago. At that time we acknowledged that the next replacements and updates would be in 3 to 5 years. It is now time for that. A more detailed plan and estimate will be presented at the next meeting. There was discussion regarding economies of scale, obsolescence and possible additional monies. To be continued in September. Sally noted there is some urgency to the updating of outdated computers to the Windows 11 operating system. The CIP fund is not specified for technology purposes. Do we need another fund specific for technology? John suggested we revise language delineating the CIP to accommodate technology as well. This will need to go back to the Town. Sherry indicated that changing the language would be preferable to creating an additional fund. John agreed and will talk to the CIPC Committee. Jack stated that the Town has a separate tech fund for capital reserve, so there is precedent. There is a new proposal by BI studios to host our website on a 12 month agreement for \$149/mo. This is scaled down from the previous estimates. It includes hosting, updates and basic maintenance, with an hourly rate of \$135 if we exceed the monthly allotment. Sally made a motion to enter into a contract with BI Studios for maintenance and hosting as proposed. Nancy seconded the motion and it was unanimously accepted.

Grounds: Kim still needs to contact Mrs. Shay regarding the dead memorial tree for her husband. Mr. Shay's ashes are on that site. Kim will discuss potential avenues of implementing another memorial item in that location, with the family to pay. Adding a brick to the walkway was not an option. The bittersweet removal was conducted on Tuesday and Wednesday. It has been completed. Protective netting was placed over the gardens. The brush was cut and cleared and the herbicide Triclopyr was used to kill the roots. The area will not be covered and it will be monitored for any resurgent shoots. In one to two years, we will be able to plant native, drought resistant plants. M&L landscaping performed the work for an estimate of \$3700. The irrigation system is not functioning properly. Kim is investigating and will work with Brittany to provide specific details on the problems.

Friends: The author luncheon with Howard Mansfield, who will talk about his book *We Will Tell No War Stories*, is scheduled for the 18th of September at the Chase house. The author is an energetic and engaging presenter. Jane and Sally will be absent from the next Trustee meeting to setup for the luncheon.

Building: Control Technologies will be replacing the air handlers this fall to be paid for by grant money. Three quotes have been received for program room painting and the lobby. Bixby quote at \$3100 was the most favorable. The work will begin in January and will be scheduled to not interfere with any programs. Bathroom renovations will be done in the future. Peter made a motion to contract with Bixby for the proposed painting. Sherry seconded the motion and all were in favor. The older bathrooms will need more extensive work than the newer areas. It will take approximately \$5K to \$10k per bathroom. There is \$40k in the drafted CIP for FY2027. We will need to standardize and modernize the bathrooms. We could start as early as next summer and Peter has an itemized spreadsheet with the requirements. John indicated the CIP plan is in the trustee's folder and we are executing close to plan.

New business: Brittany mentioned that the NH Municipal Association urged separation of personal and business accounts for social media presence. Keep your roles clear and opinions are only allowed on personal accounts. Make sure that your business accounts are not blocking free speech and library email accounts should be used for library business.

Old business: Bob reported that the potentially controversial Free Staters presentation went well with no controversy. The room was filled and all discussion was respectful. We believe this validates our policy on who can request rooms and hold meetings at the Library.

The meeting adjourned at 10:51 am on a motion by Sally, seconded by Sherry, and approved by all.

The next Trustee meeting will be on Thursday, September 18, 2025 at 9:00 am.

Respectfully submitted,
Kim Lefebvre