

**Moultonborough Public Library
Board of Trustees meeting
April 18, 2024**

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

Call to Order: 9:02 a.m.
Pledge of Allegiance

Secretary's Report:

Motion to approve the minutes made by Sherry:seconded by Jane, unanimously approved.

ROTATION OF SECRETARY ROLE: May meeting will be **Peter Olsen**

TREASURER'S REPORT:

According to the reports for the town budget, we have expended 78% overall and 78% of salary and benefit lines. As we have 6 pay periods left, we should be fine as long as we have no maintenance crisis. We are close to our projected budget which is good planning. The air conditioning unit and the carpentry will be reimbursed from the Capital Improvement funds. We will use the Capital Improvement fund to pay for the blower fan assembly that was replaced in air handler unit #4 last fall and use the Trustee Fund for the cost of a planned digital sign, thereby using both funds.

Sherry explained that payment for the furniture for the children's room, to come from the Trustees' funds, is largely being paid for with the library's debit card.

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

A donation of \$10.00 was made to the newly established Non-Resident's Fund. The motion to approve was made by Sally, seconded by John, unanimously approved.

LIBRARY DIRECTOR'S REPORT:

Brittany questioned whether the Trustees are interested in exploring the idea of allowing a credit card like Square to be used for payments by patrons. Some

libraries require a minimum between \$2 and \$5 for use. She will look further into the specifics since the Trustees felt that it was an excellent idea. This is in addition to accepting and will not replace cash payments.

Brittany brought up the 2 quotes for replacing the air handler unit in the basement, they are from CTI and Rowell's. The Rowell's quote for the unit with the larger SEER rating was quoted at far less than the CTI estimate. Peter clarified how the \$15,000 grant money will be used to pay most of the cost. The remainder to come from the Capital Improvement fund.

Peter made a motion to accept the Rowell's quote for the larger unit, John seconded, unanimously approved.

We have replaced 2 AC units in the attic already and will replace the 1 AHU planned for downstairs, this leaves 3 AHU in the basement left to replace.

Brittany then brought up the need to replace the mismatched chairs in the adult section suggesting we buy 8 matching chairs to go around the 2 tables where the computers are used.

Sherry made a motion to approve up to \$7,000.00 for the purchase of adult room furniture, Nancy seconded, unanimously approved.

Brittany wanted us to become aware of the escalating cost of digital books, which we may need to address in future budget considerations.

The last item discussed was about the Strategic Planning Committee, which met for the first time. They decided that the first step would be to get the Trustees together in an informal meeting facilitated by Brittany to do a SWOT Analysis, which involves Trustees answering these 4 questions: what are our strengths as a library, what are our weaknesses, what opportunities do we have in the future and what threats might we face; for example: internally or operations like increasing downloadable prices or facing staff shortages. The staff will also meet to answer the questions, but separately. All responses will be collected and summarized. Jack mentioned that this will be the qualitative part and then the quantitative part of survey work will begin and then the brainstorming begins. Peter related that his nephew suggested a Zoom meeting in early May, which would explain our responsibility and his responsibility. Peter will send that out to all of us, as well as an example of the Portsmouth Public Library survey.

Nancy inquired about the floor cleaning for after the book sale. There is no art that will be hung in the room during July, so it is a preferable time to have the floors cleaned. We are waiting for 2 quotes.

At the Select Board meeting a question was raised about our MOU with the Town on building maintenance. The question was whether an RSA requirement had been voted and approved at Town Meeting for us to retain funds from

income generating equipment. It had been voted on and approved in 1994 we therefore have precedence for the MOU to be approved as written.

Old Business:

John brought up discussion on the sign early due to a Paquette & Watchfire demonstration coming at 10:00am. John, Sally, and Nancy have been researching the subject of digital signs.

Pros/cons issues discussed: cost benefit of 1-sided versus 2-sided, granite posts versus aluminum, continuity with village style, letter size, 2 by 6 vs 3 by 6, and positioning on lawn. We are very close on deciding these issues and then we go to the Planning Board and have a public session to inform the public.

Handouts comparing the price breakdown between Paquette and Advantage were handed out.

The Demo should help to clarify these issues for the Board.

Demonstration by Paquette Signs and Watchfire Electronics

The Trustees adjourned to meet outside for over an hour to watch, learn, and gain knowledge about the pros and cons of sign possibilities, as well as walking the grounds to assess proper placement. All agreed that the 8 mm pixel is the way to go. Watchfire is going to send us more examples of 2x6 or 3x6 signs for our perusal before any decision will be made.

New Business:

John and Sally stated their intention to resign from their positions as Chair and Vice-Chair in the coming year, unless there are no other willing Board members to take on those positions and expressed their willingness to stay in their respective positions for one more year if needed. The next Trustees meeting will be held on Thursday, May 16, 2024 at 9:00 a.m.

Motion to adjourn made by Sally at 11:15 a.m., seconded by Sherry, unanimously approved.

Respectfully submitted,
Jane Harrington