

The Moultonborough Public Library  
Board of Trustees Meeting  
December 19, 2024

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

The meeting was called to order at 9:02 a.m. and the Pledge of Allegiance recited.

**Review and approval of November 21, 2024 minutes:**

Motion to accept the minutes by Jane, seconded by Nancy, unanimously approved. John reminded Nancy, Jane and Sally they need to file for election, which is only from January 22-31.

**Treasurer's Report:**

Report was sent out in advance of the meeting for Board perusal. John asked for clarification as to whether the 2 items under the 530 Maintenance Column, which are scheduled to be paid out of the Trustees fund, will be reimbursed from the Capital Reserve Trust Fund. Sherry concurred that they will. She also noted that we are "on budget" so no problems.

We received 2 gift donations: a cash donation for \$47.00 and a \$150.00 donation to provide water bottles for the 2025 Summer Reading Program. Sally made the motion to accept the \$197.00 gift donations, Jane seconded, unanimously approved. Motion to accept the Treasurer's Report made by John, seconded by Nancy, unanimously accepted.

**Director's Report :**

The roof repairs have been made and Rowell's has been working here the last 2 days on updating the HVAC in the small study rooms so that there will be sufficient heat and air conditioning.

Sally moved that we approve the creation of a StoryWalk® on the flat portion of Sutherland Park and to use the memorial gift donation for Linda Schneider to cover the costs. It was seconded by Sherry, unanimously approved. It was noted that a sign acknowledging the donation will be placed at the beginning of the walk.

The fire extinguishers need to be replaced at a cost of \$1,600, which will come out of the operating budget. Impact Fire informed us the fire extinguishers are to be replaced every 6 years with an annual inspection. Peter believes that a monthly check is important and Brittany said that she will contact the Fire Chief to see if that is something that they will do.

The Board concurred that Brittany's year-end report for the Town was well done but John reiterated that every Trustee needs to read and become familiar with the content. This year's statistics show that we are just about comparable to pre-pandemic numbers: 12% increase in circulation, 16% increase in attendance in programs, and the Meeting Rooms were booked close to 1,000 times. Kudos all around.

**The Strategic Planning Committee Update:**

The Committee has drafted a mission statement that was agreeable to the Trustees and the slogan "Opportunities for all to learn, enjoy, and connect," was decided upon. The Committee has drafted 5 Goals under which they have listed several strategies needed to achieve these goals. They have proposed a plan, which entails the forming of 5 smaller discussion groups comprised of both trustees and staff members, each group to tackle a different goal, in order to create ideas on how best to implement these strategies. Groups were designated. The results will be needed by the end of February in order to be ready for a Spring launch of the Plan.

**Youth Services Report:** Available on shared drive. Sharon just completed several very successful Holiday events.

**Committee Reports:**

Personnel : NTR

Technology: Brittany has been having trouble getting through to Consolidated Communications in order to confirm and finalize updated features with them. She will continue her efforts.

Grounds: The sign is scheduled to be in by the end of the year.

Friends: The Holiday party was successful. The Friends made over \$700.00 at the Christmas Fair Bake Sale at the Central School and F.A.C.T Nights will start up again in January.

Nancy reported that the House Tour is progressing nicely for June 11th.

**New Business:**

John moved that we authorize Sherry to take up to \$40,000 out of the Vanguard account to put into the checking account in order to pay for some upcoming big item expenses and then to redeposit it when we receive our reimbursements from the capital reserve fund. Kim seconded and all unanimously approved.

Brittany presented a tutorial on Reference Librarian duties.

Joanne gave a presentation on the new website to be created and launched. Sherry made a motion to authorize \$10,000 from Trustees Funds to pay B.I .Studios for the LIBWEB website Development and the Branding. Peter seconded it and all unanimously approved. The maintenance cost of \$720.00 annual fees will come out of the operating budget going forward.

**Old Business:**

John brought up a matter to ponder. Ginger & Louise have requested that we change the days of the annual Book Sale to a Friday/Saturday event rather than a Saturday/Sunday event. To be decided later in the year when Ginger returns.

The meeting was adjourned at 11:00 am on a motion made by John, seconded by Kim and approved unanimously by all.

**The Next Trustee meeting will be on Thursday, January 16, 2025**

Respectfully submitted,  
Jane Harrington