

Moultonborough Public Library

Board of Trustees Meeting

June 20, 2024

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

The Trustee Meeting was called to order at 9:05 a.m. followed by the Pledge of Allegiance.

Review and Approval of Minutes: Peter Olsen provided the May Trustee Minutes which were reviewed and amended. Motion to accept by Jane Harrington, seconded by Sherry Wakefield and unanimously approved by the Board.

Treasurer's Report: Sherry noted that the budget was in line this fiscal year and that funds have been requested from the Capital Funds Library Account to reimburse the trustee funds account. A motion to accept gifts in the amount of \$60 was made by Jane, seconded by Jack, and unanimously approved by the Board.

Director's Report: The Board approved Josieanne's request to apply for the Pollinator/Citizen Scientist Grant in the amount of \$800.

The trustees also voted to move forward with implementing Square and making the one-time purchase of the \$300 terminal with funds from the trustee account. Motion to approve by John Buckley, seconded by Jane Harrington – unanimously approved. Advanced Lock and Alarm was approved to take over the security and fire monitoring of the library. This includes the one-time installation/set-up fee of fire and security as well as the yearly service contract. The motion to accept by John Buckley, seconded by Sherry Wakefield – unanimously approved.

Also approved was the purchase of a new Toshiba color/black and white copier (including a yearly service contract) to replace the old black and white printer. Trustee funds will cover the purchase. Motion by Sherry Wakefield, seconded by Jane Harrington – unanimously approved.

John Buckley and Brittany will update the selectmen at their 6/20 selectmen's meeting with the necessary July 13-14 Book Sale logistics, a planned brick walkway from the bulkhead to the garden and a plan in progress to design a replacement sign on the library lawn.

Strategic Planning: SWOT analysis data from both the Trustees and the staff has been assimilated after both groups met with Brittany. Data will be shared at a future date. The Community Survey final draft has been submitted and the committee is waiting to hear back about requested changes. Direct mailings will be done through the postal service and sent directly to the UNH Survey Center. To optimize survey completion, respondents

can complete the questionnaire either (1) online - using either their own device or a library computer, or (2) mail in a printed survey they can obtain at the library. The direct mailing will be brief and simply provide a link to the online survey. Respondents may also complete the survey at a kiosk available in the library. The survey should go on-line in July. To optimize survey completion, a library themed raffle basket could be won by any person who completes and submits a survey. All family members, non-residents, and visitors may participate.

NON PUBLIC SESSION : 10:15 -10:30 a.m.

Committee Reports:

Technology: A phone system and alarm system are still works in progress.

Grounds: Miracle Farms addressed the irrigation system and adjusted the water flow for the front beds.

Art: The schedule for the year is complete.

Capital Improvements: Capital improvement account funds have been submitted/requested to the Trustee of the Trust Funds to reimburse payments withdrawn from the trustee account.

Friends: Bricks for the Friends sponsored brick walkway project will be available for purchase at the July Book Sale.

New Business: The Trustees participated in a Weeding Tutorial led by Brittany.

Old Business: Replacement furniture is being ordered for the library. This is an ongoing project.

The book lift is still not operable. There is a chance it could be fixed or replaced by the book sale. Regardless, the book sale will still go on. More books will just need to be carried. Communication with town departments on fixing the lift has been difficult.

*There will be no July Board of Trustees Meeting.

Sherry Wakefield motioned to adjourn the meeting at 11:40 a.m.

Nancy Cole seconded – unanimously approved.

The next Trustee Meeting will be on Thursday, August 15, 2024 at 9:00a.m.

Respectfully submitted,
Sally Bartlett

