

**Moultonborough Public Library  
Board of Trustees Meeting  
November 21, 2024**

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

The meeting was called to order at 9:01 am and the Pledge of Allegiance recited.

**Review and approval of minutes:** No changes to minutes for the October 17, 2024 meeting. There was discussion on how to note attendance of community members in the minutes. It was agreed that the minutes were annotated correctly. Motion to accept the meeting minutes made by Sherry, seconded by Jane, unanimously approved.

**Treasurer's report:** Sherry asked that renewal of CD's be placed on the April agenda. She also noted no concerns with expenditure rates. There was discussion and agreement regarding continuation of the "Sunshine Fund". Trustees will continue to contribute to a separate collection for occasions such as congratulations, illnesses, appreciation awards, and other personal events that the Trustees would like to commemorate. Jane then motioned for acceptance of the Treasurer's report, Sally seconded, unanimously approved.

There were \$109 in unrestricted donations for October. Sally motioned for acceptance, Jane seconded; unanimously approved.

**Library Director's report:** There is a grant opportunity (Libraries Transforming Communities) for libraries to improve accessibility that could be used to improve and renovate the bathrooms. Trustees agreed that the Director should pursue this grant. It was proposed that the Children's Librarian set up the Story Walk (using previously donated, earmarked funds) at Sutherland Park. The board will visit the location following this meeting.

**Policy revisions and edits:**

1. The library is not open on holidays. Public Groups may reserve meeting rooms when the library is open and it is possible to extend meetings to after library hours with prior arrangements. It is not possible to reserve meeting rooms when the library is closed.
2. The age to obtain a library card without a parent signature was changed from 10 to 12 years old, due to feedback from staff. This is aligned with the students transition to middle school and increased responsibility.

John motioned to accept the policy revisions as proposed and Peter seconded the motion. The revisions were unanimously approved.

The final draft policy for the Library of Things was presented. The policy was reviewed and recommended by legal. Sherry motioned for acceptance, Jane seconded and all voted in favor of acceptance.

The credit card acceptance policy was provided. It was discussed whether we should waive surcharges or not. We will track usage and determine if this needs to be addressed. Nancy

motioned to accept the policy and Jack seconded the motion. John abstained in voting and all others approved.

The Director presented a quote of \$1384 to purchase a Cover One bookbinding device for staff use in repairing both paperbacks and hard cover books. The item was not budgeted for in operating expenses so trustees agreed that it should come from Trustee funds. Consumable items should be budgeted in operating expenses for the future. The motion to approve the purchase was made by Sally and seconded by John. It was unanimously approved.

**Strategic Planning Update:** The Strategic Planning Subcommittee will meet next week to go over gathered feedback from staff and trustees.

**Youth Services report:** Available on shared drive. Sharon sent a Thank You card to the Trustees for providing her travel expenses to attend a conference where she had the opportunity to connect with other Library workers throughout the Northeast Region.

### **Committee & Liaison Reports:**

Personnel: NTR

#### Technology:

The call hunting feature is not working on the phone system. Consolidated has not been helpful resolving this. Staff are still evaluating what type of system would provide the desired features. Peter suggested we use Steve as an advisor and to find a company with the expertise necessary to determine whether we need an internet-based system or not.

Brittany is developing a cyber-incident response plan with information from Primex training materials and will work with Steve in the future to finalize a plan.

Grounds: Miracle Farms will be doing holiday decorating. Shrubs and bittersweet control will be addressed in the spring. Bartlett will reshape trees. The path at the front corner needs to be finished. This is pending sign installation. Sign: The electronic component of the sign board was damaged and is being replaced, and the granite will be delayed since it still needs to be cut and delivered and it is a different vendor than originally planned. It should be completed this year. Brittany has been working with the Town to try and find a solution to replace the parking bumpers that come loose.

#### Building:

Quotes from Rowell's Services, Squam Lake Plumbing and Heating and J. E. Thomas and Son Artesian Well Co., were posted on the shared drive and were reviewed. For the water pressure issues John made a motion to approve the quote from J. E. Thomas at \$2715, which was seconded by Kim. The motion was unanimously approved.

Quotes for hot water from Rowell's and Squam Lake were posted and reviewed. Jane motioned that we approve Squam Lake Plumbing quote of \$2819.12 and Nancy seconded the motion. All were in favor and the motion carried.

Funding for both will come from the Capital Reserve Fund.

The building committee will make recommendations for well pumps in the future.

Friends: Nancy has started work on the house tours for June 11, 2025. She has 3 houses committed and possibly a 4<sup>th</sup>. The Friends are looking for bakers for the 7<sup>th</sup> and 12<sup>th</sup> of December events of the Holiday Community Fair and Holiday Luncheon respectively. Bricks for the walkway are still being sold.

**New business:** The December meeting will be a normal meeting; the Trustees will schedule a staff appreciation event after the holidays. Brittany indicated that the Staff would like to provide refreshments or something to show appreciation to the Trustees for their support at the December meeting.

**Old business:** The Capital Improvement Plan was submitted in the FY26 operating budget. The Budget was submitted to the Town which has no schedule yet for reviews.

The meeting adjourned at 10:26 am on a motion by John, seconded by Jane, and approved by all. The group proceeded to Sutherland Park to view the proposed location of the Story Walk.

**The next Trustee meeting will be on Thursday, December 19, 2024 at 9:00 am.**

Respectfully submitted,  
Kim Lefebvre