

**Moultonborough Public Library  
Board of Trustees Meeting  
October 17, 2024**

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

Two members of the community were present.

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 September 19, 2024 meeting. Motion to accept the meeting minutes made by Sally, seconded by Jane, unanimously approved.

**Treasurer's report:** Sherry walked us through the various reports. Jack then motioned for acceptance of the Treasurer's report, Jane seconded, unanimously approved.

Sherry recommended that the two CD's maturing in November be rolled over with 6-month terms at 4.75%. Jane made a motion to accept the recommendation, Peter seconded, all approved.

Two unrestricted donations were received in the past month for \$200 and \$98.25. Upon recommendation by Sherry and Brittany these were accepted. Jane motioned for acceptance, Sally seconded, unanimously approved.

**Library Director's report:** Brittany noted that Sharon would be attending a conference for which she was awarded a scholarship of the attendance fee and asked if the Trustees would cover the travel expenses. Trustees agreed.

HVAC in small study room. Brittany obtained quotes from Control Technologies and Rowells for providing adequate heat and air conditioning in the small study room. Control Technologies quote was considerably more (\$12,171 vs. Rowell's \$7,000) and proposed a solution that was beyond what we were looking for. Peter noted that Rowells included a \$1,000 Customer Appreciation discount on their quote. Jane moved that we accept Rowells quote, Sherry seconded. All approved.

Brittany received one quote for a whole-building generator from the same company that installed other town building generators. Quote for about \$64,000. While the board is in general agreement about the project the discussion showed that we need more investigation including: 1) competitive bids from other companies; 2) preferred fuel and estimates for installation of propane if selected; 3) how to fund it including a discussion with the town if they would fund it as a whole-town benefit project. It was also noted that at this time we've got a lot going on and may not be able to organize a project of this scope at this time.

Brittany also has a quote for \$2,842 for roof repairs to be made ahead of the Winter. Jack motioned that we accept the quote and do at the contractor's earliest timeframe. To be paid from our capital reserve fund.

Plumbing: We have a number of hot water and water pressure tank issues. Brittany will get quotes from Rowells, Squam Lakes Plumbing and Minuteman plumber for consideration next month.

Brittany said she would be reviewing our policies for any needed changes. She asked for assistance from the Board. Jack and Sally volunteered to assist.

The Board agreed to minor modifications recommended by Brittany to our open hours during the holiday season to give staff maximum time off while still providing adequate access to Library resources.

Brittany and John presented an updated Capital Improvement Plan budget for the next 5 years. As we continue to add items to the list due to identified needs we realize we are requesting a significant increase in 2026 at town meeting in the Spring and in subsequent years. This is in keeping with the town leaders' request for us to plan out our capital needs to spread the costs over multiple years. Sherry noted that our CIP fund pays a little bit of interest. A preliminary version of the CIP budget was presented to the town's CIP committee and it was received favorably. John, Brittany, Peter and Bob will attend a meeting at Town hall with that committee on 10/23/24 to review our budget and get feedback. John motioned that we accept the budget as presented, seconded by Jane, all approved.

Brittany updated the committee on the work done by the Strategic Planning Committee. Next steps are to determine 'deliverables', both internal and public facing. Committee is also working on defining our mission and vision. That will be brought to this Board for approval.

We had previously discussed an honorarium for Sean McKinley for his work on our public opinion survey. With the survey process complete it was agreed that Peter would determine an appropriate gift in the amount of approximately \$200. Motion made by John, seconded by Sherry. Peter abstained, all others approved.

Operating budget was sent to the town. At this point there is no schedule for meetings with the town leadership for our budget.

Youth Librarian report: Submitted and available for all to view on shared Google Docs.

#### **Committee reports:**

**Personnel:** Brittany noted excellent recent recognition for our staff. Josianne was chosen by the NH Library Association for their annual award to a singular librarian that has proven excellent work in Adult Services. There will be a Library staff lunch today after this meeting.

**Technology:** Brittany is awaiting a quote from Consolidated Communications to change call pickup sequences to assist with call pickups and voice mail.

#### **Grounds maintenance:**

Miracle Farms will be installing some Christmas decorations in November. At the Board's request, Peter will order three 30" wreaths from a wholesaler. Total expected to be \$123.

**Friends:** The Friends 'Paving the Way to the Memorial Garden' fundraiser is well underway. John moved that the Board purchase a large brick for \$175 with Trustee Funds. Jane seconded, all approved.

**New business:** None

**Old business: Library sign:**

John said that the Board had previously decided to go ahead with the installation of the new sign and it has been purchased and is the process of being manufactured. There has been a slight delay due to a faulty components issue. The goal is for installation prior to Winter weather. He noted that the Board will be respectful to community concerns and limit scrolling and graphics and we will be able to dim during hours of darkness.

Two residents shared their concerns about the Planning Board process, and whether the sign would even be useful due to the speed on the road and the need to pay attention while driving in the intersection. John thanked them for their input.

The meeting adjourned at 11:06 am on a motion by Jane, seconded by Sherry, and approved by all.

**The next Trustee meeting will be on Thursday, November 21, 2024 at 9:00 am.**

Respectfully submitted,  
Peter Olsen