

Moultonborough Public Library
Board of Trustees Meeting
November 20, 2025

Present: John Buckley, *Chair*; Sally Bartlett, *Vice Chair*; Sherry Wakefield, *Treasurer* (departed after Treasurer's report); Nancy Cole, Jane Harrington, Peter Olsen, Jack Weekes; Bob LaFlamme, Kim LeFebvre; Brittany Durgin, *Library Director*.

The meeting was called to order at 9:00 am and the Pledge of Allegiance recited.

Review and approval of minutes: Motion to accept the October 16, 2025 meeting minutes made by Nancy, seconded by Sally, unanimously approved.

Treasurer's report: Operating expenses year-to-date are tracking "on budget". Jane motioned to accept the Treasurer's report, Peter seconded, all approved.

Acceptance of gifts: A \$25 gift was motioned for acceptance by Jane, Sally seconded, all approved.

Library Trustee Funds: Brittany and Sherry mentioned cash flow needs that may require tapping into Trustee Funds, at least temporarily, over the next few months. After discussion, Sherry recommended 1) rolling over a \$31,278.75 CD at MVSb for another 6-month term at 4% interest, and 2) withdrawing \$40,000 from the Trustees' Vanguard investment account to help manage cash flow needs in the coming months. Sherry's motion was seconded by Jane, and unanimously approved.

Jack suggested defining a target balance for Trustee funds tied to Trustee Fund principles and anticipated spending needs. Trustees agreed. Sherry and others will give this some thought come back with a proposal at a future meeting.

Meeting Room Technology Upgrade Plan: Matt Milliard and Michael Merrill from ProAV joined the meeting via videoconference. ProAV has submitted a \$38,478.28 bid for upgrading the Meeting Room's AV technology; NHAV has also submitted a \$33,766.70 bid (see Director's report for links to proposals). Brittany outlined the features and benefits of the ProAV bid, with Matt and Michael providing additional perspective. Installation work would take roughly one week, and could be completed approximately ten weeks after signing the contract. Trustees agreed that the existing side camera on the north side of the room should be kept for meetings, in addition to the proposed new ceiling-mounted camera.

Brittany advised that she made site visits to review AV set-ups by ProAV and NHAV. Considering the capabilities and merits of each firm and their respective bids, Brittany recommended proceeding with ProAV, to be funded from an "accessibility" grant (\$20,000), a patron donation (\$500), and the remainder from Trustee funds (~\$18,000). Peter motioned to proceed as outlined with ProAV, Jane seconded the motion and all approved.

Library Director's report: Topics of discussion in Brittany's report:

-Technology Plan: Brittany shared a draft technology plan. Jack suggested amending the plan to include a section addressing cybersecurity and the need to continually combat evolving security threats. Brittany will revise and share with the Trustees.

-Proposed 2026 Holiday Calendar: Brittany shared a proposed 2026 holiday calendar (see Director's Report). John motioned to accept it, Jane seconded, all approved.

-Trust Fund 101 Steven Martin Fund: Aspects of Fred Van Magness' proposed motion at an upcoming Board of Selectmen's meeting were discussed. John will contact Fred to clarify whether the BOS or Library Trustees should review the motion, and suggest that the Library Trustees serve as Agent to Expend, rather than the Library Director.

-Homebound Delivery Program: Community Caregivers—and library staff—will review applicants desiring home delivery of library materials. The plan is for Community Caregivers to make library deliveries every other Wednesday. Trustees were appreciative of this service's initiation. So far, no requests have been received.

-Request to Access Minor's Library Records: review of the proposed requester form prompted discussion about: potential disclosure to the involved minor, confidentiality issues, and associated logistics. Brittany may seek additional legal counsel. It was agreed that the Library should keep a record of these requests. Jane motioned to accept the proposed request form, Nancy seconded, and all approved.

-Library Policies update: In her written Director's Report, Brittany had shared changes to the Library Policies, including the mission statement, Library Bill of Rights, and confidentiality of library records. Jack motioned to accept the proposed policy changes, Jane seconded, approved unanimously.

Committee reports:

-Personnel: Jack advised that he plans to run for another Trustee term in the next election. The filing window for candidates is January 21-30, 2026.

-Technology: [nothing beyond the Meeting Room AV upgrades, discussed earlier.]

-Grounds maintenance:

Nancy suggested shining a nighttime spotlight to illuminate the Moultonborough Library signage on the bottom frame of the electric sign. It was also suggested that we light the flag at night, possibly powered by a rechargeable solar battery. Brittany will get a couple of quotes, to include new electric light timers.

Our landscaping needs in the coming year could exceed our budgeted amount. Kim will lead efforts to estimate and prioritize landscaping work.

-Building: Peter will pick up holiday wreaths on November 24 and decorate them.

Brittany is arranging for a professional service to test the building for radon and propose a mitigation plan if necessary.

Control Technologies' replacement of an old air handler has been delayed again. Trustees felt that replacing the unit as soon as possible this winter is preferable to waiting until Spring. Brittany and Trustees discussed the possibility of coordinating the air handler replacement with the week-long painting of the lobby and meeting room. It may be advisable to close the library

on a Friday when the unit is installed, or perhaps schedule it on the MLK holiday when the library will be closed.

-Friends: Discussion touched on the partnership and roles of the staff and Friends with respect to funding and identifying programming. Further clarification may be helpful.

New business: The staff and Trustees holiday gathering on Dec. 5 will feature a Yankee Swap, with a gift cap of \$15.

Trustees and Friends are encouraged to attend the Dec. 9 Holiday Fair and bring baked treats.

Old business: [none]

The meeting adjourned at 11:35 am on a motion by Sally, seconded by Jane, approved by all.

The next Trustee meeting will be on Thursday, December 18, 2025 at 9:00 am.

Respectfully submitted,
Jack Weekes