

Moultonborough Public Library
Board of Library Trustees meeting
December 18, 2025

PRESENT: John Buckley, Chair; Sherry Wakefield, Treasurer; Jack Weekes, Peter Olsen, Nancy Cole, Kim Lefebvre, Brittany Durgin, Library Director; and Robert LaFlamme. Member of the Public: Jessie Gray.

John called the meeting to order at 9:00 a.m.

The Pledge of Allegiance was taken.

The November minutes were accepted, motion by Sherry, second by Peter, approved by board members.

John reminded us that the sign up period for Trustee is January 21-30th. Elected trustees positions expire on election day, March 10th; Alternate one-year positions expire on March 30th.

Treasurer's Report:

Donations in the amount of \$21.00 in cash. Motion to accept gift by Jack, seconded by John. All approved.

John asked about the Vanguard account. \$20,000 was moved by Sherry into the trustees' fund. Half will be spent in December, the other half in January. Sherry stated that we are waiting on the refund from the Children's Trust Fund. Sherry said that the budget is looking good at this point. She is hoping to get the salary report in a few weeks from Angela, town administrator, and Andrea, finance officer. Sherry suggested that in the future, from investment funds we spend interest and up to 10% to 15% of principal for future projects.

Approved by Jack, second by Nancy, all approved.

The Library annually receives interest from a Trust Fund and these funds are to be spent on Library books.

John worked with Fred Van Magness, a trustee of Trustees of the Trust Funds for the town, to complete documentation for two trust funds. John made the following motion, it was seconded by Sherry, all approved.

I move that the Moultonborough Library Board of Trustees agree and affirm that the Trustees of Trust Fund received a donation on April 22, 1969 to establish the Capt. Steven W. Martin Trust with an additional donation of \$1,000 on October 16, 2020 from the Estate of Cathleen G. Knell, sister of Capt. Martin. Capt. Martin, USMC, was a helicopter pilot and Moultonborough's only casualty in the Vietnam War. Monies to be spent on books in the field of aviation, wildlife and forestry. Funds may be expended from principal and income. Agent to Expend is the Moultonborough Library Board of Trustees. Said funds and all future donations to be held by the

Trustees of Trust Funds in fund TF101 instead of the Library Trust Fund TF100 because of the specific criteria for expenditure outlined in the donation. In accordance with RSA 202-A:4c under Article 48 authorization at the March 9, 1994 Town Meeting, the Library Board of Trustees by this motion formally accepts the donations, retroactive to April 22, 1969 and under the provisions herein noted.

John made the motion below, it was seconded by Sherry, all approved.

I move that the Moultonborough Library Board of Trustees agree and affirm that the Trustees of Trust Fund received numerous donations as far back as 1937 to establish the Library Common Trust. Said funds and all future donations to be held by the Trustees of Trust Funds in fund TF100 in accordance with RSA 202-A:22. Income from said fund shall be paid over to the Library Trustees when requested annually. Agents to Expend are Moultonborough's Library Board of Trustees. In accordance with RSA 202- A:4c under Article 48 authorization at the March 9, 1994 Town Meeting, the Library Board of Trustees by this motion formally accepts the collective donations, retroactive to the original creation of this fund and under the provisions herein noted.

Library Director's Report:

A check from Northeast Electrical totaling \$1,917.40 was received as a credit for the LED lighting project completed several years ago.

Mango Languages, an online language learning service, is now available to patrons through the library.

Maintenance: DPW has been helpful even with one person down on their staff.
The annual fire inspection was done.

Minor Library Cards: There was a review of feedback from Primex regarding notification to cardholders when information has been requested about their account. John recommended keeping the policy as is and reviewing it in a year.

Information necessary to uphold New Hampshire's laws pertaining to library cards will be attained through the regular renewal process. It will take approximately 2 years to update all current accounts.

The Board approved Brittany's draft of the annual report to be included in the Annual Town Report.

Sherry will give a presentation on the Library's finances to the new board in April.

Brittany and Sharon Gulla, Head of Youth Services for the Library, gave a presentation on the Moultonborough Children's Holiday Trust Fund. The trust fund was started in 2009 to benefit the children of Moultonborough. The Board of Selectmen holds the fund with the Library as the agent to expend the funds. This fund had been called the Santa fund until 2024. The age of eligible children is now 18 years old. The Library works with partners to implement the annual

giving, including the town police and fire, staff and patrons, Moultonborough United Methodist Church, Knights of Columbus, BootLegger's and the Women's Club, all of whom contribute to this fund. Inter Lakes sock fund now supplies socks, over 75 pairs this year.

Families self identify or families come recommended from the school. They must be Moultonborough residents.

MOU:

A presentation was done by Etienne Vallee, Director of Technology for the Moultonborough School District SAU45. If in the case of a cyber incident at either the school or library, the two will work together to allow for continuity of operations. A clean device, provided by the school, would be used by the attacked organization, and working space would be provided by the other entity. Depending on the incident, space could be needed for 2 - 6 weeks. This MOU will be reviewed every three years. John motioned to accept the MOU, Jack second, the board approved the MOU.

Committees:

Personnel: There is an open position for a part-time Library Substitute who will work irregular hours when needed, including some Saturdays and evenings. It is a budget neutral position at no more than 24 hours per month this year and no more than 32 hours per month in FY2027. Jack moved to hire for this position and Sherry second, all approved.

Technology: Brittany wrote a technology plan for 2025-2028. An inventory was done as part of the plan and will be kept up to date. Peter motioned to approve the plan, Bob seconded, all approved.

Landscaping: Kim has requested gardening estimates from Miracle Farms and M&L Landscaping for 2026. Told Miracle Farm to hold off on mulch. Bartlett to be contacted regarding possible tree trimming.

Building and Maintenance: The committee will meet to discuss several projects in January. The air handler unit is scheduled to be installed on Martin Luther King Jr. Day.

Friends of the Library: Brittany shared that the Friends agreed to have one budget request submitted in April for a July-June fiscal year, rather than have individual program requests submitted throughout the year. She will update the Friends on what programs are funded by approved funds.

New Business:

Brittany will check with the DPW on whether they have found a light for the flagpole.

Old business:

Lighting for MPL sign: Two estimates are being procured by Nancy and Brittany.

CPIC meeting: All proposed projects were accepted as needs. There was a question on grant funds originally earmarked for updating bathrooms and now being used to update program room audio visual equipment. Brittany emailed Kevin Quinlan prior to the meeting and Bob reiterated at the CIP/BOS meeting that a public forum informed us that while the bathrooms need

updating, the higher priority is for us to make programs more accessible, this being the reason for grant funds instead being used for AV upgrades.

Based on feedback from the meeting, Peter suggested we consider a shared service agreement with the town for a future generator.

Parking bollards to prevent tripping hazard: It was agreed that payment for these bollards should be paid for by the town, as they will be on town property. A conversation about this with town hall is needed.

Discussion was had about the Holiday luncheon hosted by the trustees, staff, and Friends, which thanked our patrons and staff for lunch.

Motion to adjourn was made at 11:12pm by Bob second by Sherry, all approved.

Respectfully submitted,
Nancy Cole