

The Moultonborough Public Library
Board of Trustees Meeting
January 15, 2026

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

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

Review and approval of December 18, 2025 minutes:

Motion to accept the minutes by Sherry, seconded by Sally, unanimously approved.

Treasurer's Report:

Sherry stated that town reports show we have been allocated the 2nd budget disbursement, although we have yet to receive the monies. She is going to follow up with the Town's Finance Director to more smoothly facilitate receiving payroll data and payments and report back with her results at the next meeting. John inquired as to the use of cash versus the Square terminal at the library. Both are continuing to be used with the Square being a convenience even though more of our patrons use cash. Motion to accept the Treasurer's Report made by Nancy, seconded by Jane, unanimously accepted.

Jane moved that we accept all gifts including a \$100 donation made with the request for purchasing books by Slavic authors. Peter seconded, and it was unanimously approved.

Director's Report :

Brittany had two questions: Are there 2 Trustees willing to preview the staff's suggested changes to policy updates? Jack and Sally volunteered to do this again this year. The second question was permission to delay opening the library on April 3rd so that the staff can attend a workshop in Concord on Talking Books, which was met with unanimous approval.

Brittany stated that the statistics for the year end overview showed that total circulation was steady even though door counts, increasing digital use, and a greater number of library card sign ups and active users show that more people are using the library.

Jack asked Brittany to elaborate on the One Book/One Valley program which will be celebrating its 20th anniversary this year. Approximately 11 towns are planning to participate this year, the book has yet to be announced. Plans are being made to move the final discussion with the author possibly closer to Moultonborough, rather than up in Conway.

John stated that the public Hearing on the budgets will be on February 3rd . Both Brittany and Sherry will attend just in case any questions about our budget arise. This segued into a discussion on the need for Library budgets to always be on a separate warrant and not to be included in the town budget. The Library Board would lose control in some scenarios as to where the cuts should be made if the budget is bundled into the town budget. Vigilance is vital to the well running of the library.

Bob brought up the Cru-Con building meeting held January 13 by the town. John sent a letter clarifying that the library does not wish to relocate and that it is the Trustees' expectation that services currently provided by the Town DPW will continue. The Board is also interested in what will happen to the existing buildings surrounding the library.

In lieu of a tutorial on downloadables, Brittany handed out pamphlets on Hoopla and Libby requesting that we read them at home and come back with any questions. One presentation is very difficult as everyone is using different technologies and at different stages in already using or have yet to use the apps.

A discussion on the Heritage Room will be forthcoming as well as a program on the New Hampshire Library Association's READS section by Josianne.

Youth Services Report: not available this month.

Committee Reports:

PERSONNEL:

We had three applicants for the Substitute position. The final interview will take place in the coming days.

TECHNOLOGY:

Brittany and Peter discussed the creation of a "Cyber Incidence Response Plan" with Primex, which will be a printed document that explains what to do, who to call, and it includes a flow chart for the staff to know what the immediate procedure is if we get hit with a cyber attack. This will be presented as a tutorial to the whole Board eventually.

We are waiting for the School Board to accept the MOU on cyber security that was formulated between the library and the school.

The possibility of a "bring your own device policy" was recommended by the ATOM Group, who are the ones who actually negotiate with hackers. It deals with just those on the staff network connections, not with those who use the guest library network. Steve Jussif created a third network for only staff to use on their personal devices while at the library. More discussion will follow about buying a secure color laser printer for the staff only at the next meeting.

A continuity of operations plan, which puts together a plan on how we continue to provide services during a cyber incident, is in the works.

GROUNDS:

Kim and Brittany created spreadsheets to track prior and quoted landscaping costs and did find some duplicate services with our several vendors. Kim is in the process of clarifying and tightening up all these services. Brittany noted that Dede at Miracle farms was transparent about these mistakes and would address them. The two spreadsheets have been combined into one to have all landscaping-associated costs documented in one place.

ART:

The program room and lobby will be painted this weekend and an air handler will be installed also over the weekend.

BUILDING:

Discussion on the 3 lighting projects was tabled until diagrams or a sketch along with more details about the proposal are submitted by the vendor. We will want to bundle the work and not make piecemeal improvements.

FRIENDS:

The Friends would like to use the entire Library for events, not just the program room. They inquired about wine tasting, or international food events in centers around the building and holding these events after-hours. The Trustees are not supportive of events throughout the library with alcohol and potentially messy foods (e.g. soups). More discussion needs to take place. The June 6th fundraiser at the Barn is still on, as is the Chocolate Fare.

NEW BUSINESS:

Jack and Bob are running for the 2 open positions for election to the Board.

Sally moved to adjourn the meeting at 10:47am. Nancy seconded and all unanimously approved.

The next Trustee meeting will be on Thursday, February 19, 2026 at 9:00 am.

Respectfully Submitted,
Jane Harrington