Moultonborough Public Library
Board of Trustees Meeting
August 20, 2026

Present: Sally Bartlett *(Chair)*; Nancy Cole (*Vice Chair)*, Sherry Wakefield (*Treasurer)*, Jane Harrington, Peter Olsen, Jack Weekes; Bob LaFlamme, Brittany Durgin, *Library Director*.

The meeting was called to order at 9:03 am and the Pledge of Allegiance recited.

Review and approval of minutes: Motion to accept the June 17, 2026 public meeting minutes made by Sherry, seconded by Jane, unanimously approved. Motion to accept the June 17, 2026 non-public meeting minutes addressing personnel matters, made by Jane, seconded by Bob, unanimously approved.

Treasurer's report: The report reflected the first month of the current fiscal year. Jane motioned to accept the Treasurer's report, Sherry seconded, all approved.

Acceptance of $141 in gifts was motioned by Jane, Nancy seconded, all approved.

Library Director's report:
Topics of discussion in Brittany's written report:
-Two new staff members have gotten off to a successful start.
-A printer is sporadically misprinting. Our technology consultant believes the cause is a wireless connection issue that can be solved with a ~$400 item. Trustees were supportive.
-The exterior digital sign requires replacement of six failed display panels. One has already been replaced. Repair costs are covered under warranty.

Library Finances Tutorial:
Sherry provided a helpful overview of the sources and uses of the Library's various funds.

Sherry shared that she will be moving out of state next April. She offered to do all she can to smooth the transition with the eventual next Treasurer. Trustees expressed our appreciation for the outstanding work Sherry has done and how much we will miss her! Further discussion centered on the need to identify Treasurer candidates. Estimated Treasurer's time commitment: 10 hours per month.

Committee reports:

-**Personnel**: no additional discussion

-**Technology**: general comment: with the number of infrastructure challenges the Library is facing, we will need to be mindful of must-have vs. like-to-have items, from managerial and financial perspectives.

-**Grounds maintenance**:
-Trustees were supportive of planting six bushes around the Hobbit House ($200-300). A caution was raised to avoid bushes that tend to over grow and need frequent trimming.
-Trustees were also supportive and appreciative of Mrs. Shea's willingness to fund a bench and tree honoring her late husband, to be placed where the prior memorial tree was removed last year.

-**Building**:

-Three quotes were received to replace the aging hot water heater in the old basement. Trustees and Brittany believe a 10-gallon heater will be sufficient and agreed to proceed with Denron Hall for installation. The $3,900 expense will be funded either from the operating budget or retained earnings from a library trust account.

-An air handler unit serving the program room (AHU1) will be replaced by Denron Hall in late-September. The $14,900 expense will be funded from a grant secured by Brittany.

-A second air handler unit (AHU2) has been experiencing issues. It was scheduled to be replaced next year, however the Trustees agreed to replace it now —rather than short-term fix— in conjunction with the September AHU1 replacement, also to be done by Denron Hall. The roughly $15,000 expense should be funded from the Capital Reserve. Trustees voted to proceed as noted via a motion by Bob, seconded by Jane, unanimously approved.

-The current 3-year plumbing/HVAC preventative maintenance contract with Control Technologies will expire soon. Trustees agreed to renew with Control Technologies for another 3-year contract, noting the contract contains an opt-out clause (if need be) after one year.

-One of the potential contractors for the upcoming work to enhance four bathrooms for ADA-friendliness has requested architectural plans—degrees of specificity and associated cost the Trustees question. We have received two architects' proposals. A different potential contractor who may have ADA compliance experience will be approached for interest, in the hope that we can avoid the time and expense of unneeded architectural plans.

-Brittany and the Trustees recognized the sizeable number of infrastructure projects underway and planned. Nevertheless, it was agreed that we should proceed with plans to install a backup generator, already noted publicly and incorporated into our CIP budget. The backup generator will help ensure continued operation in the event of a power failure, and enable the library to serve as a community shelter during a widespread outage/emergency. A $52,000 estimate for generator installation has been received, and the building committee will continue to seek estimates for the rest of the project, e.g. propane tank and lines.

New business:
-Brittany, Sherry and Jack recapped the outcome of the August 19 meeting with the Trustees of the Trust Funds and the town Finance Director. In short, the Trust Fund Trustees reiterated the importance of the $10,000 capital expense threshold; advised that approximately $14,000 of retained earnings are available to MPL from a separate library trust fund; and encouraged the library to budget/request more in its annual operating budget to fund ongoing maintenance expenses. The two items under appeal (painting and HyVent replacement) continue to be denied funding from the Capital Reserve. Brittany requested a clarifying follow-up phone call with Fred Van Magness, Andrea Picard, and the NH Dept. of Revenue Administration. Trustees recognized the need to carefully manage this year's repair and replacement needs in light of the shifting funding options.

Old business:
-Trustees were pleased with the success of the July 10-11, 2026 book sale.
-Reminder that the Friends-sponsored author's lunch is Sept. 29 at the Bald Peak Colony Club.

The meeting adjourned at 10:56 am on a motion by Jane, seconded by Sherry, approved by all.

The next Trustee meeting will be Thursday, September 17, 2026 at 9:00 am.

Respectfully submitted,
Jack Weekes