

Moultonborough Public Library

Meeting Minutes

September 17, 2026

09-17 Meeting: Library Budget Approval, Capital Projects (Bathroom, Generator), and Capital Reserve Dispute

Meeting Information

Date: 2026-09-17 09:00:19

Location: MPL Meeting Room

Participants: Sally Bartlett, Chair; Nancy Cole, Vice Chair; Sherry Wakefield, Treasurer; Jessie Gray, Jane Harrington, Bob Laflamme, Kim Lefebvre, Peter Olson, Jack Weekes, Brittany Durgin, Library Director

Meeting Notes

Procedural

- The meeting was called to order at 9:00am, followed by the Pledge of Allegiance.
- A motion to approve minutes from the last meeting was made by Bob, seconded by Jane and approved (Aye).
- The Youth Services Librarian's report was accepted as submitted without discussion.

Financial and Budgetary Discussions

Trustees' Report

- The fiscal cycle is in its early stages (2 months out of 12), so there has not been much activity. Overall financials are in good shape.
- There are ongoing questions regarding salary report details and unusual posting entries in the accounts, with one of three related emails still awaiting a response.
- The Trustees of the Trust Funds owe the library approximately \$14,000 in accumulated interest ("retained earnings") that was not previously disbursed. A letter will be sent to request reimbursement.
- The Treasurer's report for August was approved unanimously; no donations or gifts were received during this slow period.

Director's Report

- **Mel Allen Event:** Registration is closed with a record-breaking 114 attendees.
- **One Book, One Valley Program:** The annual event, featuring author Beck Dorey-Stein, will be held on Sunday, November 1, 2026, at 3:00 PM at the Public House on Page Hill. The event is free.
- Kimberly made a motion to add Juneteenth (June 19) as an official closure day. The library will close on the actual date, and staff scheduled for work will be paid. Seconded by Jack, Approved unanimously.

FY 2027–2028 Budget Planning

- The board reviewed and accepted the proposed FY 2027-2028 budget, with a total figure cited as both \$865,040 reflecting a 7.92% increase. The final figure is subject to adjustments based on capital reserve decisions and pending health benefits information. Kim made a motion to accept the proposed budget, seconded by Jane. All in favor.
- Salaries and insurance benefits comprise about 80% of operating expenses. A 5% merit increase was budgeted, but the actual change is 2.42% due to staff changes. Health and dental insurance costs were increased by 15.66%.
- Department budgets are due to the town on October 2, 2026.

Capital Projects and Maintenance

Dispute with CIPC Over Capital Reserve Funds

- A conflict has arisen with the Capital Improvement Planning Committee (CIPC) over a \$10,000 minimum threshold for capital expenses, which CIPC attributed to the DRA.
- The library contacted the DRA, which confirmed it does not approve capital reserve fund expenditures and that Trustees of Trust Funds cannot unilaterally set spending limits to CR159.
- The library has requested clarification from the Town Counsel, but no response has been received. This dispute is forcing the library to shift maintenance costs to its operating budget.

Bathroom Renovation Project

- The board is moving forward with a proposal from Lacewood for a bathroom renovation estimated at approximately \$41,000.
- The Lacewood proposal is promising but requires clarification on flooring, paint, mirrors, permits, and debris disposal. ADA-compliant automatic door openers were discussed but deemed too costly.
- The board agreed to provide a \$13,000 deposit to secure Lacewood's schedule and will compile a list of questions for finalization.
- Jane motioned to accept the proposal from Lacewood group on good faith with finishing details to be finalized before signing the contract. Seconded by Nancy. All in favor.

Generator and Propane Tank Project

- Bob made a motion to select "Generator Connection" for the generator project with the request to make a \$10,000 down payment. Seconded by Sherry. All in favor.
- The project includes a large, buried propane tank that may also serve future heating needs.
- Three quotes will be obtained for the propane tank and installation.

Boiler/Furnace End-of-Life Concern

- A plumber flagged that the boiler/furnace is near end-of-life, with rusted and leaking parts, and may not survive another winter.

- Replacement is on the capital plan for FY2028 at an estimated cost of \$50,000.
- Brittany will arrange for a preventive maintenance inspection from Control Tech to assess if repairs can extend its life.

Building and Grounds Maintenance

- A new 10-gallon electric hot water heater has been installed and is operational.
- Both air handler units are running, and AC is available.
- A radon test was delayed due to mail issues; the kit is currently hanging in the basement.
- Fall landscaping is estimated at \$1,500–\$2,000, with winter pruning costing an additional \$1,920–\$2,000.
- A replacement tree was planted, and a donated bench was installed. Funding for a concrete platform for the bench is unresolved.

Other Facilities and Technology Items

- **McCue Room Soundproofing:** The room remains un-soundproofed. Prior quotes were under \$5,000. The board decided not to bundle this with the bathroom project but will explore vendor capabilities separately.
- **Phone System:** Decisions are on hold pending the bathroom renovation.
- **Printer:** The printer has been working properly since the IT consultant installed new wireless adapters to the public computers.
- **Water Cooler:** The provider was switched to WB Mason, reducing monthly rental costs to \$1.98 per cooler.

Friends Update

Comedy show-June 1 in conjunction with the women's club. To be held at the school auditorium.

Lonnie is trying to get a Sherpa to come and speak. Also to be held at the school auditorium. A large crowd anticipated.

Motion to Adjourn at 10:52 am by Bob, Seconded by Sherry. All in Favor

Next Meeting October 15 at 9 am.

Submitted by: Jessie Gray

Next Arrangements

- Submit the library budget to the town on October 2, 2026.
 - Compile and send clarifying questions to Lacewood for the bathroom renovation and provide a \$13,000 deposit to secure scheduling.
 - Confirm in writing with Trustees/CIP that deposits and incremental payments for capital projects will be reimbursed promptly to manage cash flow.
 - Draft and send a letter to the Trustees to request reimbursement of the ~\$14,000 in retained earnings.
 - Follow up with the Town Administrator for a response from the Town Counsel regarding the use of the capital reserve fund.
 - Schedule a preventive maintenance inspection of the boiler/furnace with Control Tech before the heating season.
 - Request that "Generator Connection" accept a \$10,000 down payment for the generator project.
 - Obtain three quotes for the propane tank and installation.
 - Resolve the funding question for the concrete pad for the new bench.
 - Add the QuickBooks online subscription cost to the office expense budget line item.
 - Share the slide deck from the selectmen presentation with board members.
-