

MOULTONBOROUGH PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
March 14, 2024

PRESENT: John Buckley, Chair; Sally Bartlett, Vice Chair; Sherry Wakefield, Treasurer; Jack Weekes, Nancy Cole, Brittany Durgin, Kim Lefebvre (alternate), Bob LaFlamme (alternate).

CALL TO ORDER: 9:02 a.m. and pledge of allegiance

REVIEW AND APPROVAL OF MINUTES: Regarding strategic planning, Jack questioned the bolding of the sentence...**The full board and the staff need to be an integral part of this plan as well as members from the community.** It should be unbolded as no special emphases was intended. Motion to approve minutes, with unbolding, by Sherry Wakefield and seconded by Nancy Cole. Unanimously approved.

**CHAIR DISCUSSION:** Capital reserves. The town has approached the Chair and the Library Director regarding a suggestion to transfer town capital reserve funds to the library to manage a program that has been working to provide internet to remote areas of the town. This is very preliminary discussion and nothing is expected to happen this year. No action needed at present.

Library sign. Nancy and John have been working with 2 sign vendors to obtain comparable quotes and solidify requirements. We still need to determine size for both the overall and message components as well as a location. Additionally, whether or not it would be one or two-sided.

TREASURER'S REPORT: Sherry indicated that we are tracking with the budget and are in line with spending currently at 66% overall. We are "close but OK" considering anticipated fluctuations. With the acceptance of grant monies, Sherry asked if she had authority to transfer money to the savings account to obtain better interest rates. The board members unanimously agreed that this was within her purview and she has authority to do so at her discretion. Motion to approve minutes by Jack and seconded by John. Unanimous approval.

No gifts or donations for approval.

**LIBRARY DIRECTOR'S REPORT:**

Castle in the Clouds Story-Walk proposal. The project is in conjunction with the Lakes Region Conservation Trust and the Castle Preservation Society. There was a lengthy discussion regarding the benefit to town residents and the location. It was felt the partnerships would help create awareness of the library and its programs as well as attract visitors to the Castle and it would be a mutually beneficial relationship with those organizations. Also, there was a donation in a prior year that was earmarked specifically for this project. Sherry will research and verify the donation so that we can follow through.

Brittany met with Town personnel regarding the MOU between the Library and the Town for facilities maintenance support. The focus was on improving communications and she explained to Mike why she needed better feedback on work requests. She also explained that she needed information for budgeting purposes with respect to who is paying for the requested work. She felt that they understood her information and communication needs better and is optimistic that they will improve overall communications and responsiveness to requests for information in the future. John suggested that Brittany set up a follow-up meeting for a few months from now.

Furniture. The proposed furniture updates to the children and teen areas were discussed. Should we order a sample amount prior to ordering more? Should we replace all 4 computer chairs? It was also requested that the Director come up with a furniture replacement plan for the rest of the building with function as a priority.

John made a motion to approve the Library Director to spend up to \$5 thousand in Trustee funds updating the furniture in the children's and teen areas. Jack seconded the motion and it was unanimously approved.

Request for Reconsideration. Brittany recommended a line be added to the form in keeping with legal advice.

John moved to approve the proposed change to the form and Sherry seconded the motion. The board unanimously approved the change.

Strategic Planning. Brittany asked for a couple of Board members to volunteer to work with staff as a strategic planning sub-committee. Jack and Nancy volunteered to support Brittany for this request.

Statistics. There was discussion on accuracy and trends on total circulation numbers. Accuracy issues discussed were active cards, expiration of cards and reporting as an average. Brittany indicated she is rethinking the tracking of programs data.

**YOUTH LIBRARIAN REPORT:** The board noted the brief written report.

#### **COMMITTEE REPORTS:**

**\*PERSONNEL:** The new part time youth services assistant started last week. Please welcome her.

**\*TECHNOLOGY:** No report.

**\*GROUNDS:** Friends of the Library are contributing \$1500 for maintenance of the memorial garden. They would also like to pay for a sign at the end of the walkway, pointing to the garden.

There was discussion about a walkway with bricks or pavers as a fund raiser. Different types and positives/negatives were discussed.

Bartlett tree submitted a proposal to prune 6 crabapples, forsythia, maple and pear trees for \$1350. Another for \$405 to prune the fir tree. The proposal to remove the fir for \$800 was declined.

Sally motioned to approve expenses of \$1350 and \$405 and accept Bartletts proposals for work. John seconded the motion. The expenses were unanimously approved.

\*ART: We need replacement hooks again. The current ones are failing.

\*CAPITAL IMPROVEMENT PLAN: Air handler installation will be initiated on Peter's return.

**NEW BUSINESS:** Book sale is scheduled for July 13<sup>th</sup> and 14<sup>th</sup>. Ginger has agreed to coordinate again. We have enough books in the basement to proceed.

**OLD BUSINESS:** NHLTA annual conference will be held in June.

Brittany gave a presentation on Collection Development specific to downloadables and ILL. It was greatly appreciated and assisted board members in understanding the data and difficulties with tracking.

A motion to adjourn was made by Sherry and seconded by Sally. All in favor led to the meeting adjourning at 10:33 a.m.

Any available members are invited to meet outside the library following the meeting to view potential sign locations and sizes.

Next Trustee Meeting will be April 18, 2024.

Respectfully submitted,  
Kim Lefebvre