

**Moultonborough Public Library**  
**Board of Trustees**  
**January 17, 2024**

**PRESENT:** John Buckley, Chair; Sherry Wakefield, Treasurer; Nancy Cole; Jack Weekes; Peter Olsen and Brittany Durgin, Library Director. Bob Laflamme, possible alternate trustee candidate

**CALL TO ORDER:** 9:01 a.m. followed by the Pledge of Allegiance

**ROTATION OF SECRETARY ROLE:** February meeting will be Sally

**Secretary's Report:**

Some edits were made to last month's meeting notes. MNL was changed to M&L. Discussion had about where nonpublic votes should be placed in meeting note non public vs public Brittany to check on this. Also there was a discussion for next year's staff appreciation.

**Introduction** - Bob LaFlamme introduced himself to trustees, He has extensive library experience. He is being considered as an alternate trustee.

**TREASURER'S REPORT:**

Sherry reported that we are at 48% of salaries and 53% of budget for the 6 month point so that we are in good shape. The Santa Fund refund check has come in from the town. The interest disbursement from this fund will be used to purchase books. Peter questioned why we are under budget for cleaning. Sherry explained it's a matter of timing as to when the bills come in, the same is true with the utilities. Inside maintenance is a bit higher because of security lights and lift issues. Peter suggested that the trustees should think about these costs for next year's budget as costs are going up. Sherry stated that some of the inside maintenance could be handled by the town. Jack motioned to accept treasurer's report, Peter second, unanimously approved. Sherry stated that we had 3 donations this month, one for \$20 and two for \$100 non specified. Jack motioned that we accept these donations, John seconded. All approved.

**BUDGET REPORT:**

John, Sherry and Brittany presented a budget to the town and the ABC. They felt that it went well. The budget is under review and we are waiting on final

approval. CIP was submitted to the town and Brittany presented the 10 year plan. Brittany to send all trustees the final version. The 2024 capital projects, 30K, will go to ac units, air handler and possibly a water filter. Brittany is waiting for a grant to make the final decision on 2024 projects.

### **LIBRARIAN'S REPORT:**

Brittany has applied to 4 grants and is waiting on a response. The grants are with Fermata Arts Foundation, who applied for a grant from NH humanities. If it is awarded to them we will have a Youth Art Workshop. Wellness Reads book discussion grant has been awarded provisionally - waiting to hear later this month for \$3,534.15. Also waiting to see if we receive 15K from sustainability grant and \$1,000 from Penguin grant for books and programming. We had a discussion regarding the AARP grant which is awarded to libraries that do good for the community. Josianne suggested using it for sound proofing to the areas that are used for wellness groups that we host at the library including caregivers group, grief support group, diabetic group and the dementia support group. Brittany will do some research with companies that soundproof, get quotes and submit the grant. Board unanimously approves the fact finding.

Brittany gave the board a new stats sheet that she has merged two documents to eliminate duplication. Jack asked what constitutes an active patron. The staff have been having a discussion about what makes an active patron. The state uses the definition that any kind of activity within the last 3 years is an active patron. Brittany asked what we are looking to know from this information: are we looking for patrons who have used the library or patron meeting room use, program attendance. Patron cards are renewed every two years and non residence cards are issued every 1 year. This controls the online services if the card is expired. Suggestions were made to track active versus expired cards to establish a baseline. John asked that we know the major trends that Brittany is seeing. Peter questioned whether the door count is somewhat off as it can duplicate activity. A new patron card is considered new to the library not renewals. Brittany stated that our non resident cards run about 17% of our total cards.

Jack and Sherry thanked Brittany for all her work on the new spreadsheet.

**YOUTH LIBRARIAN REPORT:** Nothing submitted

### **COMMITTEE REPORTS:**

**Personnel:** John submitted paperwork to the town on employee leaving, Brittany to determine the qualities for the new replacement.

**Technology:** Continuing to work on replacement phones having a difficult time getting the information from our current security company, APlus alarm, which is needed for the new phone system. Tech from the alarm company came in, along with Mike Kepple from the town, but did not see Brittany. Brittany called the company the next day and was given the information that she already knew, unable to go forward with new phones without alarm information. Peter will meet with Brittany at a later date to discuss cyber security.

**Grounds & Arts:** The Art for the Community Room is booked through the year. Grounds no update.

**FRIENDS:** No friends meeting last month. They are hosting a Chocolate Fare in February and FACTS night with local restaurants as a fundraiser. Cup and Crumb is next week. Next month is Lemongrass and The Boro.

**NEW BUSINESS:** Brittany is providing us with training on The Collection Development. This month's tutorial was on Collection of Local Items. Brittany stated that this shows the incredible work that the staff does, gathering information. The books on our shelves are found from book vendors/automated lists/new release calendar, the NYT best sellers list, Professional magazine suggested purchases and ILL requests. Political and Celebrity books are hot books currently. Community feedback is also taken under consideration for new books. Choice of books come from Professional reviews (historical fiction is in demand), demand in book sales, Goodreads, Amazon, TV/Radio book club and celebrity book suggestions. Cultural awareness, community awareness and choices are always in alignment with library policy. Our budget is a consideration. In the 2024-2025, we will be able to spend \$500 a month on adult fiction, \$333 a month on adult non fiction and approx \$300 per year on adult CDs. (at wholesale pricing) and additional monies on children and YA books each month. Social expectations - we want a library that is balanced and diverse. Our books should show a balance of different viewpoints to represent our community. Some libraries have done away with resource books in lieu of travel guides, classes, computers etc. Current conversations around our collection development are focused on access and censorship and our collection development policies. Bob asked a question about censorship of books. Brittany responded that inquires about removing books from the library has happened here.

Collection principles - we reviewed a one-page version of the library's lengthier collection development policy, to assist staff and Trustees in interactions with

patrons. John suggested deleting the word “constitutional.” Peter stated that it is a clear, concise document. We feel that this should be at the front desk, posted in the library possibly on the website as well. It was noted that at the bottom of this sheet should have a link to the full policy. Approved by all.

**MOU** - Brittany passed out a possible final version for review. There was some discussion on the wording within the document and why it was necessary to have in the MOU. Nancy suggested adding tree removal to the line items. It was suggested to have a term limit for both parties or possibly review after a year to see if it is working for both parties. Peter suggested that after 6 months we review the MOU to make sure it's working for both parties. Our MOU is for building maintenance only, the library is managing its own finances separate from the town and will maintain funds received from non public sources and these funds will be placed into a non lapsing account. Peter and Brittany will work on final wording before sending it to John and the Town for final approval.

**OLD BUSINESS:** Nancy & John updated us on the possible install of a new sign in front of the library. John and Nancy have contacted two companies, Advantage and Pauquette sign. Both have submitted quotes with estimated costs, with an approximate cost of \$20,000. There are some questions still to be determined which Nancy and John will meet with their prospective companies regarding these questions. Peter would be interested in being in the discussion if after April. The sign will be relocated to the other side of the front walkway for higher visibility. Peter asked about the monthly expense for the sign. Nancy stated that they sign costs approximately .48 per month to run. John mentioned removal of the large pine tree in order to make the library more visible to the street and for the location of the sign. Granite posts were considered to keep with the look of the town, both Brittany and John said they would like to see a traditional, white sign.. Jack mentioned that while he has questioned the need for a new sign, he understands the benefits and will support one if it is funded from Trustee funds, and aesthetically looks somewhat quaint, in keeping with the look of the library and grounds. Brittany would like to see it softened by plantings.

Town elections are May 14th. Peter and Sherry are up for reelection and need to file between March 27th and April 5th.

Sherry motioned to adjourn the meeting at 11:04 am, second by Jack, all approved.

Next Trustee meeting will be on held on Thursday, February 15, 2024 at 9 am

Respectfully submitted - Nancy Cole