

MOULTONBOROUGH PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
JUNE 18, 2023

PRESENT: John Buckley, Chair; Sally Bartlett, Vice Chair; Jane Harrington, Jack Weekes, Sherry Wakefield, treasurer; Peter Olsen, Nancy Cole, Kim Lefebvre and Wendy Monbouquette

ALL TO ORDER AND PLEDGE 9:00 a.m.

**Review and Approved May 18, 2023 meeting minutes** - add Jane's name to in attendance and Wendy's last name of Monbouquette (alt trustee). Motion to approve by Jane Harrington, seconded by Sherry, unanimously approved.

**Review and Approve June 2nd Meeting / nonpublic** - Motion to approve by Nancy Cole, second by Jack Weeks, unanimously approved.

**Treasurer's Report** - Jack questioned the overage of the report. Sherry is expected to still have \$ 27,645.00. Check was received as part of the Capital Improvement. Line item was added on to clarify where \$ comes from for example donations, where this money needs to be spent on books instead of offsetting the expense, keeping the expense whole. Line item called 'other income' highlights the deficiency to keep the library running. Operating budget doesn't sustain us, we need to use trustee funds and donations to keep the library open. It will be good for future planning with ABC and selectmen. We are over budget on programming by 400% utilities and repairs also over. Next year we are expecting 5-10K in interest and donations. We will be over budget at the end of year at 110%. After salaries are paid in June there should be 30K wages left on our warrant. It will be used to pay for Libby, Hoopla, AC unit and repairs. Account transfers from the Trustee account to the Town account occur because of lag in receiving payments and will be paid back by year end. We may need to look at future increases in budget to eliminate this from happening. Deb's retirement issue with town was resolved with town, done before Deb Hoadley left, costing us \$2300.00. Needs to be spent, should we use it for AC replacement, furniture, carpet use for items not under capital reserve fund. Need to clarify capital improvement vs capital expenses under capital fund. We will be in need of a roof; this is what the capital fund should be used for. John, wondering about the CDs, wants to keep some at MVSBS and may want to look at a money market account at some point. Sherry will be setting up two new accounts: Income Generating Account and Fines and Replacements. Motion to approve by Jane, Sally second, all approved.

**Donations** - \$133.00 cash donations/\$110 from Authors event at Castle in the Clouds. Sally motion to accept, Jane second, all approved Also accepted \$28.00 from May. Motion to approve Jane, second by Peter, all approved.

**Directors Report** - Acting director Jo-Ann. John, thank you to Jo-Ann for taking over the position. Waiting on the heat coil for the AC unit, Control Tech is looking for it. Peter stated that the 1998 unit is the problem, it really needs to be replaced. The units in the children's section

need to be fixed first, it's a motor issue, before heating the coil. Peter is going to make a map of our system in order to coordinate repairs and replacements so that we can update as needed for repairs or replacements Staffing - we are losing our page, Ashlee going to college. Megan Bartle is the new full time part time employee starting Monday June 19th, she will be a full time part time employee. 8-12 hours a week. Library can manage at current staffing levels and will revisit once Brittany starts. Museum passes - Friends purchased Canterbury Shaker Museum and John Fells estate passes. Will be voting on Remick and McAuliffe-Shepard Discovery Center. Dropped State Park pass b/c to complicated to use. June 28th evening of music for families with Mr Aaron for the summer reading program. 6pm. Jo-Ann will order name tags for new staff and Nancy and Sherry.

**Nonpublic session** - 9:53 a.m. RSA 91-A;3

Discussion on library staff compensation

Motion to leave nonpublic session made by Jane, second by Sherry, all approve.

Out of nonpublic 10:16 a.m.

**Youth Services** - Written report on google drive. Parade needs to be discussed with Sharon. No other discussion.

**Budget** - no discussion

**Committee reports**

**Personnel committee** - Take down job posting. Brittany to start on June 21st. Announce Brittays position in the library newsletter and website. Also in local papers.

**Technology committee** - Nothing new, Jo-Ann's laptop ordered at cost of \$1650.00 with installation.

**Grounds** - Waiting on bumpers in parking lot to be installed - town installing Also waiting on stairs to be removed by town, told two weeks. Possibly before July 4th. Approval of \$375.00 to M&L Landscaping to do the island with mulch. We have sign up genius for weeding help and M and L to take care of weeds. Have not purchased a hose holder while working with Gary to see if we need a hose in front.

**Art** - Current artist is manager of Squam Lakes Artisans Gallery and will be sending her artist names for possible future showings. The July artist is Cheryl Vratsenses.

**Capital Improvements** - Has Gary fixed the gutter? Is it a fix to the leak issue in the basement? He is in once a week so we should have a list ready for him to work on.

**Friends of the Library / House tour** - Ready to go! Keep spreading the word.

**Book sale** - Ginger will be the chair on August 25-27th. Full day Saturday, half day Sunday. Need to find notes from Deb from last year, Jo-Ann to find. No Friday night presale. Rec dept is already reserved. Do we need tents? Peter has a tent which can be set up, possibly purchasing one for the library to have as it is a recurring expense with the book sale each year. We need bigger signs, map so people can know where the books are for sale. John will inform the selectmen of the dates.

Motion to adjourn - Motion made by John, second by Sherry, all approved 10:55 a.m.

Next meeting July 21, 2023 at 9 a.m.

Submitted by Nancy Cole