

# MOULTONBOROUGH PUBLIC LIBRARY

Board of Trustees Meeting

June 16, 2022

PRESENT: John Buckley, Chair; Sally Bartlett, Co-Chair; Jack Weekes, Jane Harrington, Peter Olsen, Nancy Cole, Deb Hoadley, Library Director, Kim Lefebvre, possible alternate

CALL TO ORDER

PLEDGE OF ALLEGIANCE

REVIEW AND APPROVAL OF May 19, 2022 MINUTES: approved by Sally Barlett and seconded by Jane Harrington. Unanimously approved.

INTRODUCTION OF Kim Lefebvre, possible new alternate trustee. Kim discussed her background; her family has been in the area for generations in Moultonborough. She recently retired from the Navy as a captain and was a CO of several military hospitals.

BUILDING MAINTENANCE REPORT - Gary Kunz discussed our energy needs to update the library. Rockingham Electric came in to do an evaluation and found there are 132 lights that need to be updated to LED. The expected cost of the upgrade is approximately \$16,000. Deb is currently looking at the NHEC rebates to see what will apply to us. There is a 50% of install and product program and also a grant which may be able to be used. The ROI should be seen within 4 to 5 years depending on the amount of work done per week and assuming energy rates stay the same. Gary would like to do the work himself as he is a qualified electrical engineer. He would like to start with the biggest energy users first. The board discussed the cost of the fixtures, color of the lighting and if there is a possibility of having an untrained person assist Gary in unboxing, lifting etc. which could reduce the cost of installation. Volunteers would have to sign a liability waiver. Gary also put together a usage chart for the past 4 years with results showing our highest electrical usage is in the summer. Board is committed to do the entire building, use the grants and NHEC programs, but possibly do the basement first as a trial run. Further discussion is needed.

HVAC - Control Tech referred Gary to IEE to do an efficiency study of our two aging old burners and oil usage.

WINTERIZATION - Meredith Quality Insulation came to make an assessment of the building. They found two small issues. There is no insulation along the front wall of the new building and that celluloid needs to be added to the attic of the old building. Gary can take care of the insulation by gluing foam board to the front wall on the inside of the building MOU would have to do the blowing in of new attic insulation. No decision was made on this, further discussion to be had.

WATER/SEPTIC - American Water Co ran tests and found that the water did not pass on several areas. Arsenic, Iron and Chloride all should be addressed. Gary and Deb are looking into systems

to resolve this issue. Further review is needed to decide on the system. Board is committed to the project and needs to have it resolved. Library has bottled water for patrons to drink.

SEWER - There is an issue with the basement and staff bathroom backing up when the water is being used in a large capacity. The issue seems to be a 90 degree turn in the plumbing. Gary and Deb are looking into how and who can fix this issue. Possibly replum the basement to solve the issue.

TREASURER'S REPORT – We will have \$23,436 left at the end of fiscal year. In order to accomplish all the technology goals, we will use \$20,000 to be used from town funds, \$10,000 from trustee funds/book sale money. An amount of \$3,000 from the town at the end of years budget will be used to fund Hoopla and Clean Slate. Per last month's discussion on pay periods, we did incur an extra pay period which is reflected in the report. A motion to accept the treasurer's report was made by Sally and seconded by Jane. It was unanimously approved. No acceptance of gift or donation as Sherri was absent from the meeting.

DIRECTOR'S REPORT – Deb Hoadley: Deb will be speaking at the Lions Club, September 19th to introduce herself to its membership and discuss the library and its offerings. Deb and Sharon are walking the 4th of July parade with the Friends of the Library float. They are still discussing how to decorate the truck and if they will be passing out candy along the route, they need some volunteers to do so. Big thanks to Sharon and Calista for decorating the library so well for the summer reading program. The new staff are working hard. Josianne is working on the tech programs and marketing/ publicity. Jo-Ann is working on Koha and Aspen tightening up some issues with the system. The first Friday of every month the staff will have a “touch base” staff meeting at 8:15 to review any issues for 45 minutes. This is in addition to the regularly scheduled staff meeting. Stats are going up slowly but not to the 2019 levels yet. Deb met with the new president of the Friends of the Library, Kimberly Ziegele, she is looking forward to working with her and loves her positive and enthusiastic outlook. Kimberly asked Deb and Sharon to put together wish lists for the coming year. Email and newspaper blasts are working, bringing more people in for our programs. Newsletter going out tomorrow to the library patron list will have a link for the book sale.

BOOK SALE: Volunteers sign up was sent out and the newsletter will have a link for people to sign up for the book sale. John suggested the Trustees wear name tags while working the sale.

YOUTH SERVICES-Sharon Gulla: Sharon's report is posted on Google drive.

#### COMMITTEE REPORTS:

Technology: Was reviewed above in the treasurer's report.

Grounds: Flowers and Mulch have been done. John said that he thinks the flowers look great.

Art: Next display begins on July 1<sup>st</sup>. Kaitlyn Wigmore, NYU Photography student and summer resident of Moultonborough. Board approved purchase of 20 secure hangers for the art system for a cost of \$295.00 plus shipping. Nancy sent Deb a link, Deb will purchase hangers.

NEW BUSINESS: Library will participate in the 4th of July parade as discussed in the Director's Report. July 2nd will be short staffed because of the parade and only Sue will be in the building. Motion to close the library on July 2nd was made by Nancy and seconded by Jane. Unanimously approved. The closure will be advertised in all media areas. The NHLTA New Trustee conference was attended by Nancy. Her takeaway from this was to have all trustees have emails tied to the library to separate it from home emails. The Board approved; Deb will look into this.

NON-PUBLIC SESSION - RSA91-A-3

Sally motioned to adjourn, seconded by Jane. Unanimously approved.

The next Trustee meeting will be on August 18, 2022 from 9-11 a.m. Trustees are taking summer break for July and to assist in the annual book sale.

Respectfully submitted,

Nancy Cole