

DRAFT
Moultonborough Public Library
Board of Trustees Meeting
August 18, 2022

Present: John Buckley (Chair); Sally Bartlett (Co-chair); Sherry Wakefield (Treasurer); Deb Hoadley (Library Director); Peter Olsen; Nancy Cole; Jack Weekes; Kim Lefebvre (pending Alternate); Sandra Zucco (pending Alternate)

Call to Order/Pledge of Allegiance at 4:00pm

Opening topics:

Kim Lefebvre and Sandra Zucco plan to be sworn in soon at Town Hall to become Alternate Trustees. Deb Hoadley can help update resource binders for each Trustee, as needed.

As discussed at the June Trustees meeting, in accordance with current library best practices, all Trustees should use individual MPL email accounts for Library communication, separate from our personal email accounts. Deb will re-send instructions for setting up Trustee email accounts.

Review/Approval of June 16, 2022 minutes:

Public minutes: motion for approval by Sherry, seconded by Peter, unanimously approved

Non-public minutes: motion for approval by Nancy; seconded by Sally; unanimously approved

Building maintenance report:

Deb commented on topics summarized in her August Director's report:

The LED light conversion project has begun in the Children's Room and Program Room. Cost estimated at \$895. Two lights have emergency ballasts which are complicating their conversion.

This is the last year of the three-year AC contract with Control Technologies. Trustees should consider whether to renew with Control Technologies when the contract ends or seek other bids.

One AC unit for the front of the library still needs repair—parts expected 8/20. In the meantime, Deb and staff have been taking steps to keep the temperature comfortable, i.e., using a portable AC unit and closing shades.

Gary Kunz replaced a small hot water heater.

Fortunately, there have been no recent plumbing backups due to the basement pipe issue, though this must still be addressed. Deb and Gary are attempting to connect with a plumber who can remedy the issue.

LaChance Water Filtration has provided estimates for three possible water filtration systems. Trustees agree that a system must be installed to alleviate pipe corrosion and minimize health risks. Signs have been posted advising patrons not to drink the water. A newly appointed capital improvement committee, comprised of Deb, Gary, John and Peter will review the three water filtration options and recommend next steps.

John would like to see a drain installed in the basement.

Capital improvement plan:

John reiterated the need to develop a capital improvement plan. Most of the \$35,000 allocated in the last two years is unspent, but could quickly be spent given potential needs, e.g. roof replacement/repair. The newly appointed capital improvement committee (John, Deb, Gary, Peter) will project needs and review with the Trustees.

Library Director's Report:

Deb had shared a written report in advance of the meeting, which Trustees reviewed.

Deb mentioned she is hosting regular group staff meetings and weekly one-on-one meetings with her direct reports, who are in turn doing the same with their direct reports. These sessions have been beneficial.

Deb requested that Calista and Maureen be given front door library keys; Trustees approved.

Deb discussed the importance of developing a Collection Development Plan. A growing trend across the country is the challenging of library materials by groups—sometimes out of state agitators—who deem certain subject matter objectionable. Deb shared *Tools for Trustees* information from *United for Libraries* with the Trustees and encouraged us to become familiar with ways to respond to these challenges, and to advocate effectively with one voice on behalf of MPL. John reiterated the importance of articulating a Collection Development Plan and Jack reminded the group that this has previously been identified as a key goal for this fiscal year.

Key circulation statistics for the last few months are generally improving. Indicators such as library card renewals and door counts suggest more residents are returning to the library after having stayed away due to the pandemic.

MPL has approximately 2,500 active card users; and 3,200 total cards including some expired cards (exact numbers forthcoming). The staff regularly expunges expired cards older than five years.

Treasurer's Report:

Supporting year-end financial exhibits were sent out with the agenda and reviewed at the meeting. Sherry reported that the Library ended the 18-month 2021/2022 fiscal year exactly on budget, with Town funds and library expenses netting to zero, thanks to careful budget management by Deb and Sherry.

Deb and the Trustees discussed the need to clarify sources and uses of the various funds (Operating, Trustees, Capital Improvement, etc.), also previously identified as a goal for the current year. Jack suggested commissioning a group to draft written guidelines, though this was not discussed further as Deb said she has an initial draft which she will share with Trustees.

Sally motioned to accept a \$1,000 donation for the Children's Room; seconded by Nancy; approved unanimously.

John motioned to accept the Treasurer's Report; seconded by Nancy; approved unanimously.

Youth Services Librarian Report:

Sharon's written report was shared prior to the meeting, which Trustees reviewed. Deb mentioned that Sharon is connecting with local schools and the Recreation Department.

Technology Report:

Peter reported that the technology plan was fully executed in the 21/22 fiscal year. Approximately \$30,000 was spent from the Operating (Town) budget on various technology upgrades, including new patron and staff computers, printers, and moving adult computers out of the children's area. Next on the Technology Team's action plan: 1) getting quotes to move access points, 2) brainstorming use cases to guide decisions about audio/visual equipment upgrades for the Program Room, and 3) identifying possible solutions for better securing the server.

Art Report:

Nancy reported that the Nov/Dec exhibitor had to cancel, so Nancy is looking to fill those months. She has made good progress in booking Program Room exhibits for 2023.

Grounds Report:

Nancy is pleased with volunteers' grounds maintenance efforts and all felt the grounds are looking good.

Old Business:

The group noted with appreciation that Ginger and Mark Ishkanian will again co-chair the 2023 Book Sale.

New Business:

Sally motioned to move to non-public session to discuss staff matters; Sherry seconded; unanimously approved at 5:15 pm.

NON-PUBLIC SESSION - RSA91-A-3

Upon returning to public session, John motioned to adjourn the meeting; Jack seconded; unanimously approved. Meeting adjourned at 5:35 pm.

The next Trustee meeting will be on September 15, 2022 at 9:00 am at the Moultonborough Public Library.

Respectfully submitted,

Jack Weekes