

**Moultonborough Public Library  
Board of Trustees Meeting  
February 15, 2024**

**Present:** Sally Bartlett, Vice Chair; Nancy Cole, Peter Olsen, Jane Harrington, Kim LeFebvre, Brittany Durgin, Library Director Bob LaFlamme was also present as he is interested in being appointed as a trustee alternate.

**Call to Order:** No one was in attendance for the publicized Public Hearing on the acceptance of the \$15,000 grant. The Board meeting was called to order at 9:02 a.m.

**Review and Approval of Minutes:** Clarifications were made to the January minutes followed by the motion to approve made by Jane and seconded by Kim. The minutes were unanimously approved.

**Treasurer's Report:** A motion to accept gifts in the amount of \$860 was made by Jane and seconded by Nancy – unanimously approved. There was some discussion concerning the acceptance of gift monies by the Board. It was noted that any gift monies have been vetted by the Treasurer and the Library Director before being presented for approval by the Board. Many of the annual fees for such items as downloadables and movie licenses are reflected in the Treasurer's report this month. Brittany noted they are one-time fees which will not continue at the same rate in the coming months.

**Director's Report:** Brittany discussed the main points she felt enabled the library to receive the \$15,000 sustainability grant from ARSAL.

She noted the air handlers in the basement use R-22 refrigerant which is not environmentally safe and the refrigerant costs 5 x more to purchase should there be a leak while also leaving a larger carbon footprint.

Replacement of the handler would be both environmentally friendly and financially sustainable for the library. Brittany also noted that the MPL is the designated heating and cooling center in the town's Hazard-Mitigation Plan for Moultonborough. Neither the Board nor the Director were aware of this use for the Library should a disaster occur. It was also noted that the Library does not have a generator so the Board was unsure how the library would be able to service the community should it be necessary. Following discussion, Jane made the motion to accept the grant for \$15,000. Nancy seconded – unanimously approved. The Board **applauded** Brittany's time and effort to secure this grant.

Brittany identified purchases that need to be made from Trustee Funds: Purchase of a VenMill Hybrid 2.0 disc repair machine for \$1150; 2 new book shelving carts at \$675 each; 2 kick stools at a price to be determined. Jane motioned to accept; Kim seconded. The motion was unanimously approved.

Fire Alarm Inspection needs to be done ASAP. Brittany contacted the fire chief and both recommended Impact Fire do the inspection at a cost of \$575 vs. the Mammoth quote of \$2734.35. Peter motioned to accept the Impact Fire Quote. Nancy seconded – unanimously passed.

The Board reviewed and discussed the January revisions to the Circulation policy. In the revised policy, procedural items have also been separated from operational items. Jane motioned to

accept the Circulation Policy as revised. Nancy seconded – unanimously approved.

Obtaining a legal opinion, regarding whether a completed Request for Reconsideration form is protected under RSA 201-D:11, was discussed. The main concern centers on waiving the petitioner's right to privacy. It was decided by the Board to table this item until the March meeting and have Brittany investigate obtaining legal counsel, propose possible wording to be added to the form, and to ballpark a cost figure which would be necessary in procuring a recommendation from legal counsel. Brittany will confer with Jack about a lawyer used previously by the board.

Brittany made a recommendation to hire Kaitlyn Gable as the new Youth Services Assistant from the 5 candidate applications. Both Brittany and Sharon feel Kaitlyn is the best qualified candidate: Sharon was present to discuss her insights on the candidate pool and her agreement with Brittany that Kaitlyn is the recommended hire. Jane made the motion to approve Kaitlyn for the position. Peter seconded. The motion was unanimously approved by the Board.

### **Committee Reports:**

**Technology:** Any phone system update is still stalled. Further discussion was tabled until March when Brittany hopes to be able to be able to obtain an additional quote. A Plus is not responsive.

**Grounds:** Bartlett tree submitted their tree maintenance quote in the amount of \$1793. An additional pruning quote will need to be obtained for trees in the back border. Nancy will contact Bartlett. Kim made the motion to approve the \$1793 payment, Jane seconded-unanimously approved.

**Art:** Nancy is looking for someone for the month of June if anyone knows of a willing candidate.

**Capital Improvements:** Trustee funds will be used to offset the remaining costs for the air handler.

**New Business:** Review of the Trustee By-laws has been tabled until March when the full board is present.

**Old Business:** Jack had a concern regarding how or if the library is comparing notes with our Town partners on how the shared maintenance resource arrangement is working. Brittany has not shared with the town at this point; however, she has kept a log of how ticketed items have been answered. Peter suggested a 3 month review. The question is whom to meet with in order to share concerns and show good faith in communicating with the town. The Board felt there was a need to establish a chain of documentation to present to the selectmen (or whomever) at a later date. A first step could be meeting with DPW to discuss our questions and give Chris the opportunity to reply.

Jane motioned to accept the revised MOU. Nancy seconded – unanimously approved by the Board. When the selectmen sign off on the MOU it will go into effect.

Strategic Planning: the Board agreed to go forward on the strategic plan outlined by Brittany. The full board and the staff need to be an integral part of this plan as well as members from the community. Peter was concerned about the timeline for the plan.

There should be a cross-section of membership from all parts of the community. The Board agreed we should move forward with the plan and “consider” the cost to implement.

Peter and Sherry need to file for re-election between 3/27-4/5.

Peter motioned to adjourn at 11:00, seconded by Jane  
-unanimously approved.

Respectfully submitted,  
Sally Bartlett