

MOULTONBOROUGH PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 21, 2023

PRESENT: John Buckley, Chair; Sally Bartlett, Vice Chair; Sherry Wakefield, Treasurer; Jack Weekes; Nancy Cole; Peter Olsen; Brittany Durgin, Library Director

CALL TO ORDER and PLEDGE OF ALLEGIANCE: 9:02 a.m.

REVIEW AND APPROVAL OF JULY MINUTES: Motion to approve July meeting (7/20/23) minutes, with two minor edits, made by Jack Weekes; seconded by Sally Bartlett; unanimously approved.

TREASURER'S REPORT: Sherry Wakefield noted that the "downloadable" July/August expenditure totaling \$4291.08 is front-loaded—additional expenses for this item should be minimal. Sherry advised that the August Book Sale netted \$5,169; all were pleased with this outcome. Nancy moved to accept the Treasurer's Report; John seconded; unanimously approved.

Sherry will visit Moultonborough Village Savings Bank to facilitate John getting signature authority for the library, and removing Jack's and Jane Harrington's signature authority.

Acceptance of cash donations totaling \$239 moved by Jack; seconded by Nancy; all approved.

Sherry and Brittany Durgin suggested transferring some of the Trustee funds currently in a MVSBS checking account, which is paying low interest, into a Goldman Sachs savings account with a 4.4% interest rate. Trustees were supportive. Sherry and Brittany to advise on next steps.

LIBRARY DIRECTOR'S REPORT: Brittany advised that the Library has been invited to participate in the Town's upcoming CIP meeting to discuss our future capital needs. Trustees were supportive and agreed to prepare a summary of anticipated capital needs. Details forthcoming.

Brittany shared proposed changes to the library's Collection Development Policy, including changes to the Request for Reconsideration of Library Materials form. The Trustees suggested several more edits to the policy and Request for Reconsideration form, which were then approved. Additional discussion highlighted the need for all Trustees and library staff to be clear and consistent in articulating the library's guiding principles with respect to materials and programming. Jack reiterated his suggestion to distill the library's relevant collection policy elements into a concise set of message points, which could be used by staff and Trustees, and included on the reverse side of the Request for Reconsideration form.

Trustees decided that taxpayers with boat slips in Moultonborough should be eligible to receive resident library cards.

Trustees authorized the purchase of new hanging rods for the Program Room; cost approximately \$900.

Trustees agreed to proceed with Miracle Farms' proposal to start up (\$375) and shut down (\$325) the library's irrigation system in the Spring and Fall, but passed on the monthly maintenance option. Additionally, Nancy said she will follow up with Miracle Farms about billing questions.

Trustees approved the proposed modifications to the absent time policies, specifically: 1) all part-time employees, regardless of weekly hours worked, will be eligible, going forward, to accumulate absent time, and 2) all full-time employees will be entitled to 11 paid holidays.

Charlie Smith (Town Administrator) and Jon Tolman (Selectman) are meeting with various Town departments and organizations. Brittany will coordinate the Library's meeting; details forthcoming.

Trustees agreed to host a staff appreciation breakfast on Friday, December 1, 8:30 - 9:30am at the library.

COMMITTEE REPORTS:

***PERSONNEL:** Discussion touched on the candidates for the independent contractor maintenance position, and how best to structure an offer. Brittany will follow up with our preferred candidate.

Brittany will also follow up with an identified high school student regarding a part-time page position at the library.

***TECHNOLOGY:** As a general point, Peter advocated commissioning project teams to address specific projects, when complexity warrants.

***GROUNDS:** Nancy reported that Miracle Farms will be planting Fall plants soon.

With Gary's departure, Brittany and Trustees discussed several maintenance tasks and identified the need to determine who can handle. Specifically: 1) library exterior could use a power wash (Town maintenance staff or MPL's new maintenance hire?); 2) slats on a dormer ventilation cover need repair (MPL's new hire?); 3) weekly trash hauling to the transfer station (Town or MPL maintenance person...Trustees in the meantime?)

The Town Office has shared a draft of a memorandum of understanding (MOU) regarding Library maintenance duties, i.e. Town vs Library tasks. Brittany is spearheading the Library's input, to be reviewed at the October Library Trustees meeting, prior to sharing with the Town Office.

*ART: Nancy reported that art exhibits are booked through the end of next year. Brittany was instrumental in identifying an organization that will provide exhibit materials for several months.

Trustees agreed not to exhibit in the Program Room during next year's Book Sale (July 13-14) to keep any exhibit materials out of harm's way.

There is interest in polishing the Program Room's wood floors, possibly after the Book Sale next July, and in re-painting the walls in a more contemporary color, TBD.

*CAPITAL IMPROVEMENT PLAN: [time did not permit discussion]

NEW BUSINESS: The Trustees appreciated the Castle in the Cloud's invitation to decorate one of their rooms for Christmas in December, but decided to politely decline given busy schedules and multiple priorities.

[time did not permit discussion of non-resident taxpayer library cards]

John reiterated his interest in replacing the library's sign board with an easier-to-read sign. Time did not permit a full discussion, but there was agreement that objectives for sign replacement should be agreed upon, to include potential benefits and cost considerations. Peter suggested commissioning a sign replacement project team going forward.

Peter mentioned that his nephew is willing to conduct market research for the library, pro bono. Trustees and Brittany appreciated the offer and recognized the value of conducting any research in conjunction with creating a strategic plan for the library. Specific next steps TBD.

The meeting was adjourned at 11:10 am per motion by Jack; seconded by Sherry; all approved.

Next Trustee Board Meeting will be October 19, 2023 at 9:00 am. Respectfully submitted by Jack Weekes