

**Moultonborough Public Library**  
**Board of Trustees/Board of Selectman joint Meeting**  
**October 19, 2023**

**PRESENT:** Library: John Buckley, Chair; Sally Bartlett, Vice Chair; Sherry Wakefield, Treasurer; Nancy Cole (via internet); Jack Weekes; Peter Olsen; Jane Harrington; Kim Lefebvre; and Brittany Durgin, Library Director  
Town: Jon Tolman, Chair; Carol Crawford; and Charles Smith, Town Administrator

**CALL TO ORDER:** 8:05 a.m. followed by the Pledge of Allegiance

The combined meeting began with introductions, a brief tour of the Library and a general summary of programs offered. The Board of Selectmen explained that this visit was an opportunity to get acquainted with the library's needs and to enhance communication. They intend to work on getting feedback from all town committees to improve "goal setting" once a year.

All agreed that the Board of Selectmen, the DPW and the Library need to firm up a specific MOU concerning what our facility needs will be and who can be relied upon to facilitate repairs. Sally expressed our concern over where the library would fall on the priority list of repair actions as well as grounds maintenance needs. John Buckley emphasized that the Library also has the unique position of servicing our "Summer Residents" in a manner that doesn't impact other Town Departments. Everyone agreed that the specifics of the MOU need to be ironed out before budget time and that this meeting was very positive.

The joint Meeting concluded at 9:05 am.

**Board of Trustees Meeting, October 19, 2023**

**PRESENT:** John Buckley, Chair; Sally Barlett, Vice Chair; Sherry Wakefield, Treasurer; Jack Weekes; Peter Olsen; Kim Lefebve; Jane Harrington; Brittany Durgin, Library Director; and Nancy Cole (online)

**Call to Order: 9:05 am**

**ROTATION OF SECRETARY ROLE:** November meeting will be Jane

**Secretary's Report:**

John concurred with Jack's suggestion to synthesize the collection development policy into a single page. Brittany commented that she is working on it. Sally moved to accept the minutes-Sherry seconded-unanimously approved.

### **TREASURER'S REPORT:**

Sherry reported that we are at 24% of salaries vs expenditures for the quarter so that we are in good shape. She also added a new column to her monthly report showing just what percentage of our budget we've spent. She also clarified that the town funds are kept in a separate bank account from the rest of the Trustees' money. Jane moved to accept the report-Jack seconded-unanimously approved.

Sherry needs to change the signature cards at the bank adding the names of John Buckley, and Sherry Wakefield, keeping Jack Weekes and removing Jane Harrington's name. Jane moved that we make the suggested name changes to the bank signature cards - Kim seconded - unanimously approved.

Sherry has been researching money-market accounts for our Trustees checking account but she found a high-yield savings account that pays 1-2%, has no fees or limits on number of transactions and it stays in the community: Local, Liquid and makes a small profit. Peter moved to set up the High-Yield Savings account at Meredith Village Savings Bank - Sally seconded - unanimously approved.

She submitted all our reports to the auditors but has not heard back from them as yet.

### **LIBRARIAN'S REPORT:**

Librarian's Report: previously submitted online mentioning all the varied programs now being offered by the MPL as well as the grant monies that have been requested and/or approved over the last month.

John suggested that a "furniture replacement plan" incorporating combined staff & Trustees suggestions needs to be formulated before any decisions or requests are made.

The maintenance contractor position applicant pulled his acceptance and so we are still posting the vacancy, however, the Board will await the details of the MOU before pushing forward too aggressively on the search. Brittany inquired as to the committee's position on doing a leak test on the air handler as the whole unit needs to be replaced anyway. The Board decided against it. Several subjects have been tabled to the Capital Improvements Committee to research and report on: replacing air blowers, alarm keypads, updating phones (waiting for quotes), and buying a replacement coil for the Air Blowers. Much discussion took place around the need to do carpentry work on the roof before a new air

handler can be installed. Gary previously purchased the wood which is downstairs. Brittany has been tasked with inquiring if he is able to return to do it, but as stated above, all decisions need to await the details from the MOU with the town. The Board decided to approve Rowell's quote for the air-handler, to have them start as soon as the carpentry is done and also see if they will lock in the current price now.

Brittany also expressed the feelings of the staff that dealing with our library sign as it is now is potentially dangerous to access especially in inclement weather.

**YOUTH LIBRARIAN REPORT:** Report previously submitted....all her programs are ongoing as well as a few new joint ventures with other libraries and community outreach programs like the Santa Fund. We are partnering once again with the Recreation Department in presenting "The Halloween Boulevard."

### **COMMITTEE REPORTS:**

**Technology:** Peter will do further research with Brittany about the needs for new and additional phones, which is a priority. Delving into the door for the server room situation will be tabled for a while.

**Personnel:** Brittany is in the process of setting up an interview for the position for a High School Page.

**Grounds & Arts:** Fall Flowers look lovely but a section of irrigation system wasn't working so some are a little dry. Miracle Farms sent out a tech. The Art for the Community Room is booked through the year.

**Friends:** Jane commented that the Friends now have a new Co-President and a Vice-President which is invigorating to the Friends organization.

**Capital Improvements:** No update at the moment but much to be researched and reported upon for the next meeting.

**OLD BUSINESS:** Nancy & John updated us on the Central school's information on their electronic sign. The meeting information is in the Trustees' Google Drive. The school received a grant and used Advantage signs for the job. It cost approximately \$19,000. But they have a 2-sided 3 ft x 6 ft sign which is different from our needs. There was some negative public reaction prior to the sign going up but none after it went up. They did have a public hearing at the Planning

Board. They also felt the need to have granite columns to fit into the town environment which would be an additional cost. Advantage Signs did come out to the library and take some pictures & measurements but we have not received a quote yet. We will also need to get a quote from Marquette. Regardless of our decision, we will probably need to move the sign to the other side of the lawn to guarantee continued visibility. The decision will await more information.

**NEW BUSINESS:** Brittany inquired about clarification “on what comes from where”? How much money is up to her discretion for book replacement for example and where does it come from? What are Trustees Funds used for? Jack mentioned a 2-page document that breaks down sources and uses called “Funding sources and Expenditures” to be used as a starting point....but it does have a gray area of “unanticipated expenses”...so it can be fine tuned. The Board will set aside a specific amount of Trustee Funds moved into the town operating account for books, then have a line item for each use, for example: from the book sale or from donations to be used for book replacements etc. However, all book purchases, replacements & repairs will come from the operating budget under the title Book. Brittany & Sherry will decide on the amount to be designated.

Brittany does not need to notify us of donation usage monthly, just annually.

The Board decided to dedicate \$1,000.00 for a legal line in next year’s operating budget because we can’t use Town funds. It will be an “as needed” situation. Peter’s nephew, Sean, is a survey specialist at UNH who has offered to do a “pro-bono” library survey for us in order to assess what our community needs are. His specialty is in identifying the people to question and how to word the questions to ask.

The Board agreed that a survey would be very helpful and that Peter should follow up on this.

We ended the meeting with Brittany showing a short video educating us about our “Downloadable” digital catalog ie Libby, Advantage.

Meeting was adjourned at 11:00am

Next Trustee meeting will be on held on Thursday, November 16, 2023

Respectfully submitted,  
Jane Harrington