

**The Moultonborough Public Library
Board of Library Trustees Meeting
September 15, 2022**

Present: Sally Barlett (Vice -Chair) Sherry Wakefield (Treasurer), Peter Olsen, Nancy Cole, Jack Weekes, Jane Harrington, Sandra Zucco (Alternate) and Deb Hoadley (Library Director)

Call to Order /Pledge of Allegiance at 9:02 a.m.

Review and approval of August 18, 2022 minutes:

- Public Minutes: motion for approval by Sherry, seconded by Jane, unanimously approved
- Non-Public Minutes: motion for approval by Sherry, seconded by Jane, unanimously Approved

Official welcome to Sandra Zucco as a Trustee Alternate

Treasurer's Report: Report was sent out in advance of meeting for Board perusal

- Monthly expenses were reviewed and discussed.
- Peter requested a change in format to Landscape from now on
- Motion for approval by Jane, seconded by Nancy, unanimously approved

Director's Report: Deb sent out report in advance of meeting which the trustees reviewed.

- The discussion of the Collection Development Policy was postponed to the next meeting when the chairperson will be present.
- Deb updated the Board on two major upcoming events:
 - A Halloween "Boo-Levard" Will be jointly sponsored with the Recreation Dept. and Methodist Church on Friday, October 29,2022 at Kraine Meadow Playground at 4:30p.m.
 - Holiday Open House on the Library grounds will be held on December 9, 2022 at 6-7:30p.m.
- Research into the proposed cabinet for the community room TV is ongoing.
- Deb clarified that the Statistics report is formatted according to State mandated requirements but that libraries around the state are now doing impact statements after programs to allow a more accurate picture of the transformation of library spaces. Even though circulation appears to be decreasing Hoopla, Overdrive and e-books etc. have shown significant increase usage.
- The "Banned Book" display has met with positive reactions from patrons.
- She has continued promoting the library's uses with town Boards (B.O.S) and local organizations (Lions Club) and to expand joint ventures with the Castle in the Clouds, the Rec.Dept. the schools and the local Day Care.
- Deb is continuing to hold regularly scheduled staff meetings. (The last one was held on Sept. 9th.)

Youth Librarian's Report: Sharon sent out a written report in advance of the meeting which the Trustees reviewed.

- The Summer Reading Program was a great success.
- Families have commented that they are looking forward to using the new children's Museum and Aquarium passes.

- She also has been allowed back into the classrooms to continue her pre-Covid reading programs and will attend the MCS Open House on Sept 21st with Deb to promote Library programs.
- Patrons have used Sharon's Notary Public skills 20 times in the last month.

Tech Committee: Peter explained the need for an iCloud backup Disaster Recovery Plan for the Server in addition to the Data iCloud backup which is already established and recommended setting up a quarterly maintenance plan. The cost will be \$ 605.00 and \$340.00.

Grounds/Arts Committee: Nancy discussed the possibility of adding 2 new signs for the library: one to be placed on the Memorial Garden side for traffic going East to West the other (possibly a tasteful electrical one) to replace the marquee which is now in the SW corner of the library in order to better inform patrons of upcoming events and closings due to weather. She also stated that the display case is booked for the rest of the year and that the program room will feature the art of Larry Frames during the month of November.

Capital Improvement Plan: Peter reported that the 1st meeting of the CIP committee was held on 8/31/2022 with Deb, John, Gary Kunz and himself attending. They

1. Agreed on the need to develop "Institutional Knowledge" of the physical building
2. Created an initial list of areas of consideration: roof, painting, HVAC, Septic, Water softener/filter, IT, floor/carpeting, well
3. Proposed \$10,000.00 threshold for Capital category vs. Operating expense
4. Announced that the LED pilot program in the program room is a success hence it is proposed that all the lights be changed out to LED at the cost of up to \$20,000. (a grant of \$8,000.00 being included in the \$20,000 cost)
The motion to do so was made by Jane, seconded by Sherry and unanimously approved by the Board.
5. Peter has scheduled Rowell Services to do a "walk-through" diagnostic survey of the entire library in order to gain the necessary "institutional knowledge "

Old/New Business: The new passes to the Children's Museum and the Aquarium have arrived and have already been used. Sharon was tasked with promoting them in all her programs.

Meeting was adjourned at 10:05 a.m.

The next Trustee Meeting will be held on October 20, 2022 at 9:00 a.m.