Minutes of Trustees Meeting
January 19, 2023

Present: **Trustees:** Gordon Hunt, Paul Matlock and Jamie O'Hagin, **Alternate Trustee:** Marsha Hunter and Kristen Clark **Director:** Dennis Guilmette

Meeting called to order at 4:00 PM

1. Public Comment: none

2. Minutes: Motion to accept minutes (Jamie) and seconded (Gordon). Passed 3-0

3. Treasurer's Report: Nothing special this month. We finished the year in the black. Motion to accept treasurers report (Jamie) and seconded (Gordon) Passed 3-0

4**. Librarian's Report**: A) Circulation for December was about as expected. Total circulation for the year was good. B) We have 6 new patrons in December and 117 for the year. C) We had 11programs in December and105 for the year with 1248 in attendance. D) We had 31 people at Polar express. E) The meeting room was used 17 times in December and 305 times for the year. F) We received $400 in memory of Mary Williams.

5. New Business: A) Propane tank acquisition: We do not own the propane tank but thought we did (the town told us we did). This has created problems as White Mountain Propane (the town supplier) cannot fill it as it belongs to Eastern Propane. We can buy the tank for $3,882. 00. Motion (Paul) and seconded (Jamie): We will buy the propane tank from Eastern Propane. It will be paid out of the building fund. Passed 3-0 B) If Paul is to run again for trustee, he needs to sign up at the Town offices January 25 February 3.

6. Old Business: none

Next Meeting: February 9, 2023 at 4:00

Motion to Adjourn (Paul) and seconded (Gordon) Passed 3-0

Meeting Adjourned: 4:24

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Trustees Meeting
February 9, 2023

Present: **Trustees:** Gordon Hunt and Paul Matlock **Alternate Trustee:** Marsha Hunter and Kristen Clark **Director:** Dennis Guilmette

Meeting called to order at 4:00 PM

1. Public Comment: none

2. Minutes: Motion to accept minutes (Gordon) and seconded (Paul). Passed 3-0

3. Treasurer's Report: Nothing special this month. Marsha is ready for the auditors. Gordon will look into investment options for our remaining building fund money. Motion to accept treasurers report (Paul) and seconded (Gordon) Passed 3-0

4**. Librarian's Report**: A) Circulation slightly lower than last year. B) 5 new library cards were issued. C) There were 11 library programs serving 112 people D) 24 outside groups used the meeting room. E) We received a check from the Friends of the Library. F) The Friends of the Library also gave us $1500 for artwork (literature-based maps). G) Dennis is setting up some book and author lunches. H) Cellular alarm update: The alarm has been sending false alarms. Our system has been looked at. The system still registers false alarms but there is a supplier problem. Other users are also having the same issues. The supplier is working on it.

5. New Business: none

6. Old Business: none

Next Meeting: March 9, 2023 at 4:00

Motion to Adjourn (Paul) and seconded (Gordon) Passed 3-0

Meeting Adjourned: 4:27

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Trustees Meeting
March 9, 2023

Present: **Trustees:** Gordon Hunt, Paul Matlock and Jamie O'Hagin, **Alternate Trustee:** Marsha Hunter and Kristen Clark **Director:** Dennis Guilmette

Meeting called to order at 4:00 PM

1. Public Comment: none

2. Minutes: Motion to accept minutes (Jamie) and seconded (Gordon). Passed 3-0

3. Treasurer's Report: Received 5K from J and Marilyn Sarles. Nothing was special this month. Motion to accept treasurers report (Jamie) and seconded (Gordon) Passed 3-0

4. **Librarian's Report**: A) Circulation for the month was the same as January and slightly down from last year due to less borrowing of DVDs. B) We have 3 new patrons. C) There were 11 lib programs with 114 attending. D) There were 28 uses of meeting room by outside groups. E) Two book and author lunches have been scheduled. F) Dennis attended a RALi meeting this morning. This is a meeting of regional libraries. It was a regrouping after the pandemic and retirements. F) The spring library conference is coming up in May. G) The book return was hit by the plow. There is a hole in the bottom. We will make sure it is on the town record but the damage is not enough for an insurance claim. We will get new spikes to secure it.

5. New Business: A) Building Fund Investment: We have $43,000 from the building fund. It is in the bank earning 0.1%. We are recommending putting in NH PDIP which is paying 4.6%. Motion (Gordon) and seconded (Paul). Put 35K into NH PDIP passed 3-0. B) Friends of Library Mural: The FOL (Carolyn Sundquist, Vicky Zimmerman, Helen Hartshorn, Debbie Lynch, and Sarah Matlock) presented an artist's concept for a mural in the meeting room. The trustees liked it. It should cost $3-4K. Gordon invited the friends to present a proposal for cost sharing when the final quote is in.

6. Old Business: none

Next Meeting: April 13, 2023 at 4:00

Motion to Adjourn (Paul) and seconded (Gordon) Passed 3-0

Meeting Adjourned: 4:30

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Trustees Meeting
April 13, 2023

Present: **Trustees:** Gordon Hunt, Paul Matlock and Jamie O'Hagin, **Alternate Trustee:** Marsha Hunter and Kristen Clark **Director:** Dennis Guilmette

Meeting called to order at 4:00 PM

1. Public Comment: none

2. Minutes: Motion to accept minutes with minor changes (Jamie) and seconded (Gordon). Passed 3-0

3. Treasurer's Report: The heat looks high because it is for two months. Marsha has started working on PDIP (money investment venue). Jamie and Paul need to fill out a form. Motion to accept treasurers report (Jamie) and seconded (Gordon) Passed 3-0

4**. Librarian's Report**: A) Circulation of books jumped over the previous month. Other circulations looked good as well. B) We have 5 new patrons. C) 27 outside groups used the meeting room and we had 12 library functions with143 people attending. D) We have another book and author lunch in May. E) Story time has seen a huge jump of attendance. F) Lynn and Dennis are planning the summer reading program. G) We will have a Bedrock Garden pass. H) Most of the artwork and maps are displayed. I) The fire extinguisher inspection will be next week. J) The annual state report is due the end of the month. K) The Knight Security issue seems to be resolved. L) We have a hot water odor issue at the other end of the building.

5. New Business: A) Spring Cleanup. The driveway bump out has been a problem every year. We could pave it or put in large rocks. Gordon will call Anthony to see if that bump out is there for wetlands issues. B) Trustees Association Conference. Forms need to be submitted.

6. Old Business: none

Next Meeting: May 11, 2023 at 4:00

Motion to Adjourn (Paul) and seconded (Gordon) Passed 3-0

Meeting Adjourned: 4:21

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Trustees Meeting
May 11, 2023

Present: **Trustees:** Gordon Hunt, Paul Matlock and Jamie O'Hagin, **Alternate Trustee:** Marsha Hunter and Kristen Clark **Director:** Dennis Guilmette

Meeting called to order at 4:00 PM

1. Public Comment: none

2. Minutes: Motion to accept minutes with one minor correction (Jamie) and seconded (Gordon). Passed 3-0

3. Treasurer's Report: Funds were transferred to PDIP. Otherwise, nothing special. Motion to accept treasurers report (Jamie) and seconded Paul Passed 3-0

4**. Librarian's Report**: A) Book circulation remains steady. Media circulation continued to drop. Numbers might be down because taking out a series is counted as one circulation. B) We have 8 new patrons. C) 127 people attended 11 programs in the meeting room, which was also used by 28 outside groups. D) Dennis is working on the schedule for summer programs June 30-August 4. E) Dennis has submitted the state report for the year. F) We are no longer automatically issuing cards for newborns. G) Dennis talked to Mark Bishop to check on the water heater that is causing the water to smell.

5. New Business: A) What are we going to do about the landscaping. Gordon will talk to Jack Parsons about putting large rocks on the periphery of the indentation in the parking spaces opposite the main entrance.

6. Old Business: none

Next Meeting: June 8, 2023 at 4:00

Motion to Adjourn (Paul) and seconded (Gordon) Passed 3-0

Meeting Adjourned: 4:20

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Trustees Meeting
June 15, 2023

Present: **Trustees:** Gordon Hunt, Paul Matlock and Jamie O'Hagin, **Director:** Dennis Guilmette

Meeting called to order at 4:00 PM

1. Public Comment: none

2. Minutes: Motion to accept minutes (Jamie) and seconded (Gordon). Passed 3-0

3. Treasurer's Report: No treasurers report this month.

4. **Librarian's Report**: A) Circulation trends continue to be the same as last month. B) We have 5 new patrons. C) We had 13 library functions serving 188 people. There were 30 uses of the meeting room by outside groups. D) The summer reading programs starts Wednesday June 21st. E) NH Plumbing and Heating was here for quarterly service for the HVAC service. We never got an invoice for the spring service so the next treasurers report will reflect two services. F) Work on the mural in the meeting room has started.

5. New Business: A) Employee Sick Leave Policy: The town has a catastrophic leave policy. Unused sick days can be put in a catastrophic leave bank for any town employee to use. The town questioned who was paying for the days in the bank. The only reason that the library would be out any extra money is if we had to increase the hours for our workers not on sick leave to keep the library fully staffed. We will table this for now. B) Meeting Room Policy: We discussed if there were any situations where we don't want people to use the meeting room. We are OK with birthday parties and wedding showers for now. We are generally comfortable with the way the meeting rooms are being used. C) The NH history room is popular with small groups. It is not currently reservable and is used on a first come first used basis. However, since it is part of our collection, small groups cannot complain if patrons or librarians want to go in there to access the collection while their meeting is taking place. We will start reserving the History Room.

6. Old Business: A) Exterior Landscape Resolution: The snowplows in the winter have been disturbing the river rocks and mulch along the border of the driveway. We have talked about putting large rocks along the border to stop this. Jack Parsons says put as many boulders as we want in the areas we do not want the snow plow to hit. Gordon will then discuss with Jim Bean about putting large rocks along the periphery or if there is another way to protect the river rocks and mulch. In the meantime, Corey Hunter is going to mulch and rake back the river rocks.

Next Meeting: July 13, 2023 at 4:00

Motion to Adjourn (Paul) and seconded (Gordon) Passed 3-0

Meeting Adjourned: 4:45

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Trustees Meeting
July 13, 2023

Present: **Trustees:** Gordon Hunt, Paul Matlock and Jamie O'Hagin, **Alternate Trustee:** Kristen Clark
Director: Dennis Guilmette

Meeting called to order at 4:00 PM

1. Public Comment: none

2. Minutes: Motion to accept minutes with two minor corrections (Jamie) and seconded (Gordon). Passed 3-0

3. Treasurer's Report: Looking at our expenditures, the cost for equipment was well over budget. However, this line item was not in the original budget. The equipment line item dollars have been offset by gifts from the Friends. Motion to accept treasurers report (Jamie) and seconded (Paul) Passed 3-0

4**. Librarian's Report**: A) Circulation is holding steady. Book circulation was the 3rd highest in the last 10 years. B) We have 18 new patrons (9 from out of town). C) We had 11 library programs serving 188 people. D) There were 26 meeting room uses by outside groups. E) We are three weeks into the summer reading program. 54 children have signed up and we have 24 sponsors.

5. New Business: A) The trustees think the mural is spectacular. B) Gordon has been unsuccessful in getting in touch with Jim Beam to discuss how we are going to prevent the winter plowing from disrupting the river rocks on the edge of the driveway.

6. Old Business: none

Next Meeting: August 10, 2023 at 4:00

Motion to Adjourn (Paul) and seconded (Gordon) Passed 3-0

Meeting Adjourned: 4:18

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Trustees Meeting
August 10, 2023

Present: **Trustees:** Gordon Hunt and Paul Matlock **Alternate Trustee:** Marsha Hunter and Kristen Clark **Director:** Dennis Guilmette

Meeting called to order at 4:00 PM

1. Public Comment: none

2. Minutes: Motion to accept minutes with 2 minor corrections (Gordon) and seconded (Kristen). Passed 3-0

3. Treasurer's Report: Nothing special this month. Motion to accept treasurers report (Gordon) and seconded (Paul) Passed 3-0

4**. Librarian's Report**: A) Circulation is holding steady B) We have 23 new patrons of which 11 are seasonal and 1 is a nonresident. C) We had 10 library events attended by 179 people. D) 30 outside groups used meeting room. E) The summer reading has finished. 244 people total attended the summer reading programs. 29 people signed up as sponsors. 60 children signed up and they checked out 818 books. August 15 was the last day for donations. We collected $750 so far plus pet food. F) The Friends gala is coming up.

5. New Business: A) The saga of the fire door: The fire door has been malfunctioning. It has been dropping whenever there is a power failure and we cannot get the door alarm to be reset, causing a constant annoying noise. Dennis has worked hard to get it fixed, but parts are not available and no one knows how to properly repair the door. We have been working with Knight Security. It appears we need a new circuit board but no one can obtain one. Our best option is to buy an entire new door assembly for $1500 just to get the needed part. No one likes this, but there does not seem to be another option, Motion: Buy a whole new fire door unit for $1500 paid for from the building fund to get the needed fire door control box (Gordon) and seconded (Paul). Passed 3-0. B) The plumber has been unresponsive to replace the anode in the water heater that smells.

6. Old Business: none

Next Meeting: September 14, 2023 at 4:00

Motion to Adjourn (Paul) and seconded (Gordon) Passed 3-0

Meeting Adjourned: 4:38

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Trustees Meeting
September 14, 2023

Present: **Trustees:** Gordon Hunt, Paul Matlock and Jamie O'Hagin, **Alternate Trustee:** Marsha Hunter
Director: Dennis Guilmette

Meeting called to order at 4:00 PM

1. Public Comment: none

2. Minutes: Motion to accept minutes with two minor changes (Gordon) and seconded (Jamie). Passed 3-0

3. Treasurer's Report: No big changes. Motion to accept treasurers report (Gordon) and seconded (Paul) Passed 3-0

4**. Librarian's Report**: A) Circulation was over 3000. Book circulation highest since 2019 B) We have 17 new patrons, 8 of which are seasonal and 3 of which are nonresidents. C) 129 people attended 7 programs and 22 outside groups used meeting room. D) The summer reading program collected 441 items and $1100 in cash and checks for the animal shelter. E) The Friends Gala is tomorrow night. F) Dennis bought a new flag. G) Re: The overhead fire door – we don't have the replacement door yet. It is backordered. The rest of the fire system has been inspected and okayed.

5. New Business: A) Budget: With increased anticipated revenue, (Foundation and private monies) our anticipated budget asks the town for only an additional $1000 over year's budget. That said, we do not have a good idea what heat and electricity are going to be and there are maintenance items we do not have a price for. B) Sick leave policy: We will not join, at this time, the towns catastrophic leave program.

6. Old Business: none

Next Meeting: October 12, 2023 at 4:00

Motion to Adjourn (Paul) and seconded (Gordon) Passed 3-0

Meeting Adjourned: 4:36

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Trustees Meeting
October 12, 2023

Present: **Trustees:** Paul Matlock and Jamie O'Hagin, **Alternate Trustee:** Marsha Hunter and Kristen Clark **Director:** Dennis Guilmette

Meeting called to order at 4:00 PM

1. Public Comment: none

2. Minutes: Motion to accept minutes with one minor correction (Jamie) and seconded (Marsha). Passed 3-0

3. Treasurer's Report: Nothing special this month. The quarterly town funds are not reflected in the report. Motion to accept treasurers report (Paul) and seconded (Jamie) Passed 3-0

4**. Librarian's Report**: A) Book circulation is on par with this time last year. B) Genealogy research accounted for a decrease in total circulation. C) We have 8 new patrons, 4 year-round and 4 seasonal. D) 85 people attended 8 library programs and we had 28 uses of the meeting room by outside groups. E) We will do another scavenger hunt with a Halloween theme. F) The Friends annual meeting on the 28th will have a dead authors of classic gothic and horror theme. G) The Polar Express has been scheduled. H) The release unit for the overhead fire door has been fixed. I) Mark Bishop showed up to look at the water heater and the part has been ordered. J) Quarterly maintenance for the HVAC system has been done.

5. New Business: none

6. Old Business: A) Budget: We now have cost of living increase of 3% and the Selectmen will entertain merit adjustments. Dennis submitted merit increases for all the employees except himself. Our total budget will be up $8,616 over last year. Motion to accept budget (Paul) and seconded (Marsha). Passed 3-0. B) We will immediately increase Dolly's rate of pay to $25 an hour from $20 to match what the town is paying.

Next Meeting: November 9, 2023 at 4:00

Motion to Adjourn (Paul) and seconded (Jamie) Passed 3-0

Meeting Adjourned: 4:35

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Trustees Meeting
November 9, 2023

Present: **Trustees:** Gordon Hunt, Paul Matlock and Jamie O'Hagin, **Alternate Trustee:** Marsha Hunter
Director: Dennis Guilmette

Meeting called to order at 4:00 PM

1. Public Comment: none

2. Minutes: Motion to accept minutes (Gordon) and seconded (Paul). Passed 2-0 and 1 abstention

3. Treasurer's Report: Nothing special this month. Marsha would like to open a new PDIP account for the Hoppin Trust money. Motion to accept treasurers report (Jamie) and seconded (Gordon) Passed 3-0

4**. Librarian's Report**: A) Circulation is steady and typical. Book circulation is on a par with last year. The circulation of DVDs continues to slide. B) We have 11 new patrons; 10 adults and one seasonal. C) We had 10 library programs with 121 in attendance. D) We had 31 meeting room uses by outside groups. E) 1st graders are now coming over Monday afternoons. F) We will be closed for Veteran's Day and Thanksgiving. G) The Polar Express will be December 8. H) The Selectmen approved the budget. G) The Wolfeboro-Tuftonboro Land Bank wants to donate 750 dollars for a meeting owl (a device that can facilitate remote meetings, owllabs.com). They cost $1100. Dennis told them to go ahead. Our portion will be paid for by donations.

5. New Business: A) Snow Plowing: Gordon has not heard from the road agent about his idea to put boulders by the edges of the parking lot to protect the landscaped areas. We will go with grey stakes this year and hope for the best. B) Changing of the guard: Gordon has a unit at Sugar Hill. He will move after the first of the year which means he can no longer be able to serve as a trustee.

6. Old Business: none

Next Meeting: December 14, 2023 at 4:00

Motion to Adjourn (Paul) and seconded (Gordon) Passed 3-0

Meeting Adjourned: 4:40

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Trustees Meeting
December 14, 2023

Present: **Trustees:** Gordon Hunt, Paul Matlock and Jamie O'Hagin, **Alternate Trustee:** Marsha Hunter **Director:** Dennis Guilmette **Guest**: Betty Gunrud

Meeting called to order at 4:00 PM

1. Public Comment: Carolyn Sundquist came on behalf of the Friends and thanked Gordon for his service to the library and presented a gift certificate.

2. Minutes: Motion to accept minutes (Jamie) and seconded (Gordon). Passed 3-0

3. Treasurer's Report: Nothing special this month. We are still waiting for a White Mountain Oil bill. Motion to accept treasurers report (Jamie) and seconded (Gordon) Passed 3-0

4**. Librarian's Report**: A) Book Circulation is steady but DVD circulation is down. The use of Ancestry is down and is reducing overall circulation. B) We have 16 new patrons, including 9 students and one new nonresident. C) The library presented 9 programs attended by 106 people. This included the Polar Express that was on Friday which was attended by 50 people. D) There is a holiday scavenger hunt on the 19th-31st. E) The only day we will be closed for the holidays is Sunday the 24th. F) The meeting owl has arrived but has not been tried yet. G) The town holiday thank you celebration is on the 20th.

5. New Business: A) Replacement for Gordon: Motion: The board of trustees recommends the appointment of Betty Gunrud as library trustee for the remainder of Gordon Hunts term (Paul) and seconded (Jamie). Passed 3-0 B) Fidelity Account for Hoppin Account: we will update names reflecting new trustees.

6. Old Business: none

Next Meeting: January 11 at 4:00

Motion to Adjourn (Paul) and seconded (Gordon) Passed 3-0

Meeting Adjourned: 4:40

Respectfully submitted, Paul Matlock, recording secretary