



Board of Trustees Meeting Minutes May 21, 2025

Attendees: Attendees: Trustees Jack O'Reilly (JO), Meghann Wayss (MW), Jon Wendell (JW) (AJ) and Director Lara Berry (LB)

JO called the meeting to order @5:47

Minutes:

Moved by MW to approve the public minutes of April 16, 2025, seconded by JW. Motion approved 3-0. Moved by JO to approve and seal the nonpublic minutes of April 16, 2025. Seconded by MW. Motion approved 3-0

Treasurer's Report: A few budget lines are over but overall spending is on track. LB has slowed down new book orders due to rising costs. Second quarter appropriated funds have been received from town hall.

Quick Books Online has been purchased for \$80 from TechSoup, which will pay for itself within a few months when we no longer will have direct deposit fees from payroll.

Patricia's Automation-Plus bookkeeping business has merged with David Nelson from Affinity Bookkeeping Plus. They are working together now and he will be helping with our migration from QuickBooks desktop to QBO.

Staff are aware and okay that once we migrate, we'll go back to live checks instead of direct deposit. Subs have not all been informed but will be once the migration is complete.

Director's Report

- AED battery needs to be replaced. Asst. Fire Chief Pat gave LB a contact to order a replacement for our AED and pads, but the cost was higher than his cost, so he ordered them for us and they're supposed to be here by Friday May 23.
- 2024 Audit:
Audit went smoothly and auditors approved of our procedures with 2 exceptions. They

request that we return to doing “change of pay” forms signed by supervisor and employee, to be filed with other payroll forms. Also, they request that all of the payroll reports be physically signed once they are run by our bookkeeper. We are now complying with both.

- **Koha Quote:**
Lara looked into the possibility of migrating to the opensource library catalog/circulation system Koha because it has an interlibrary loan module, and the federal funding that supports NH’s interlibrary loan system is in jeopardy in the 2025/2026 federal budget. The Koha quote was prohibitively high, with a \$9150 first year cost (\$4150 for migration, \$2,500 for hosting and \$2,500 for training) and \$2,500 annual fee after that. The library currently uses Atrium, which although it doesn’t have an interlibrary loan feature, it costs \$1,500 a year and fits our needs at this time. Other seacoast libraries are either already using Koha or considering migration, so a collective bargaining agreement could be possible in future, but may not be cost effective at that point either. Lara is not recommending a change at this time.
- **NH Dept of Labor:**
This pay period, the NH Dept of Labor contacted us asking for the number of people working, their annual salary or hourly rate of pay, and summary of duties. They also asked about Workers Compensation and what coverage we had. All info was sent to them within the time limit, as requested.
- **Donations:** \$500 was received from Hauch Storage for the summer program and \$30 from other. Moved by JW and seconded by MW to accept the donations. Motion approved 3-0

Policies: None this month

Building Maintenance:

- **Spring Maintenance, Jeremy Nicol:**
Outside: Gutters were cleaned, drip edge cleared of pine needles and some weeds, he is coming back to work on the broken trim on the siding, and use weed killer (vinegar & dish soap) on drip edge weeds. Noticed many burrows of moles in our yard and around foundation, and the spout of gutter on side of old library is almost completely closed from being hit by the lawn mowers. Inside: many burned out CFL bulbs replaced.
Jeremy N. has kept us on as a client to help us out but is no longer doing handyman work anywhere else. J W. says he will send us a handyman to help replace Jeremy.
- **Energy Audit:**
Alijah from World Energy met with Lara and John S. on April 25 and toured the library.

The library is a very efficient building and mostly can't be improved on, but some of our lighting can be. Kyle returned on May 22 to look at lighting; Theresa showed him around and he is going to send us an appraisal.

- **Lighting Update:**

Relco Reilly Electric came on Monday the 19th from 6:30 AM to 3 PM and retrofitted 15

CFL (compact fluorescent lighting) bulbs over the circulation desk and café areas with

LED lighting. The new lights are softer and more subtle which is nice. There are 4 lights left to convert because they are emergency lights and the workers needed a

“schematic” for those in order to do them. They are going to reschedule and come back. The workers were efficient, good at troubleshooting and problem solving, careful not to disrupt the space and cleaned up after themselves! Although a

few patrons were inconvenienced or displaced by the project, no one complained and

there were no incidents.

Old Business:

- LB gave an update in pending bills in the state legislature.

New Business:

- A location has been selected for the memorial plaque. The board discussed various times for an unveiling and agreed the end of summer reading party would be a good time.

New Business:

JO moved to have the library to close again this year in observance of Juneteenth on 6/19, seconded by JW. Motion passed 3-0

Next Meeting: 6/18/25 at 5:30

Adjournment: At 7:50 it was moved by JW and second by MW to adjourn. Motion passed 3-0.

Respectfully submitted
Jack O'Reilly