Director's Report to the Board of Trustees of Abbott Library
May 26, 2026

Staffing, Volunteers, Administrative, and Board

- The annual report was submitted to the State Library at the end of last month.
- Annual reviews were completed for Terri and Ruane this month. This was Ruane's first review since 2023.
- Kyler, Molly, and I attended an information session with Town staff about a new Deferred Compensation plan the Town is now offering (through Empower). The plan is a 457(b) plan and is the same as the Public Employees plan for the State of NH. This information has been shared throughout the staff, as this is an option for all full- and part-time staff.
- We have completed our annual submission requirement to the state's Department of Justice for trust fund financial reporting.
- Molly, Rebecca, Kyler and I met with Sharon last week to review training on managing updates for our new website. Our new site does have a lot of new features that allow us to be more timely, with everything from collection updates to new events. We will also be adding a 'banner' plug-in to our site for timely notifications of upcoming closures, whether they're weather-related or holidays.
- I applied for and received $2,000 from the Byrne Foundation to pay for our migration to a new system in the fall. This will primarily cover our first year's annual support for the system, since Biblionix recently offered to waive the migration fee for us. We will be using the summer to test the new system with live data.
- Staff names and positions are now listed on the Town site (with our generic 'info' email address, other than for the Director). Previously, this was a redirect to the staff page on the Library's site, but I felt it looked better to have our staff listed within their format.
- Our new staff photo array should be up soon, as Terri has been using her photography expertise to take some great shots of everyone.
- Terri and I will be attending an introductory course on Canva (design platform) in June at Hooksett Library; the class is being sponsored by the NH Library Association.
- Kyler has signed up for a class in Workflow Management.
- We have a full pre-summer staff meeting lined up for early June.
- Congrats to Grace on her graduation and planned matriculation with Colby-Sawyer. She plans on continuing to work on Saturdays in the fall.

Financial

- The Town is keeping the MTS system updated regularly now. Hence, we can report January to April finances with confidence; while they're still hopeful to migrate to OpenGov, it isn't clear when that could happen.
- Tim now has a final figure from the Friends, so that our revenue reporting will now include what they spend/reimburse on programs, museum passes, aquarium maintenance, movie licenses, and assorted other items and projects. This figure was just under $35,000 for 2025.

Programming and Promotions

- In April 2025, we held 19 programs and had 260 attendees cumulatively (adults and kids). In April 2026, we held 36 programs and had 376 attendees. Substantial year-on-year increases have continued each month this year.
- We filmed a June update with YCN this month, and Sue and Caitlin came to talk about the Book Sale and Pancake Breakfast. I will send out the link when I receive it from the network.
- Kyler will be writing a quarterly column for the Intertown Record, with the first one being published soon. These columns will provide a summary of our recent events and attendance, in an effort to help get the word out. The idea for this came from positive feedback to his regular email follow-ups to the Friends' Board.
- We will be changing the screen in the foyer to feature fewer time-sensitive events and promote services and recurring programs; this will mean fewer edits to the presentation images. Kyler, Molly, and Rebecca are working on this project. We felt that the flyers in the foyer entrance are sufficient for the time-bound events.
- I have requested that Abbott Library be added to the www.visitsunapeeharbor.com site. We seemed to be a noticeable absence, where many other local attractions, services, and businesses were featured. They will be including our information but it's not up yet.
- To help build excitement around Unearth a Story (our Summer Reading dinosaur theme), the Friends kindly underwrote the purchase of a 7-foot tall cardboard velociraptor (who goes by the name Blue) as well as some fun decorations and kid-sized props for photo opportunities.
- The first half of the summer's events for all ages are featured in a Shopper ad in the issue published May 20th.

Infrastructure: Building, Equipment, and Technology

- Craig and his team have been busy at Abbott Library this month. He built a 3-sided garden box for the Betty Reid Memorial Garden (at the request of Sunapee Gardeners), and also completed requested repairs on our porch-side (Route 11) fence and our front entrance doors.
- April was the first full month with the new foot traffic counter, and we are now able to exclude the staff coming in prior to opening and after closing. The count was 2,548, which compares to 1,562 in April 2025. Given that we weren't really that much busier year on year, this illustrates the possible extent of under-counting in the past. Keep in mind, too, that those counts from last year did include staff coming in and out prior to opening or after closing (cleaners, etc) so that the counts now are more true to the intent of this KPI measurement.
- Meeting Room usage (overall) is up by 60% (measured in hours) in the YTD 2026 compared to same period in 2025. This is pretty incredible, since we seemed like they were always busy last year!
- We will be purchasing some new bookshelves from Amazon for the foyer – these will be taller, wider, and deeper, as well as more attractive. This space will expand our ability to provide community notices as well as organize our puzzle collection much better.

- Sunapee's Fire Department utilized our parking lot for training on packing firehose (and other tasks) last week.
- We no longer have access to the Trane HVAC online system. There is now a need to upgrade, but I am still waiting to learn more about costs. This is a technology-related upgrade from Trane, but it's one they have been forced to undertake for broader reasons. I have inquired with Trumbull-Nelson whether there are other options for us in this area with regard to companies who could review our full controls system for HVAC. They recommended Energy Controls of New Hampshire. Craig and I will be meeting with them in June. This would be a longer-term project requiring significant investment, so at the very earliest, it would be in 2027.
- Toward the end of 2026, we will need to consider whether we have the flexibility in our budget to pay for a maintenance repair to our generator. It is not an emergency repair. Otherwise, this will be in next year's budget. The repair is for the cooling system and includes new hoses, gaskets, thermostats and belts. A coolant refill and full bleeding of the system are also part of the work.

Collections

- Various areas within the collection are being considered for minor relocations or adjustments, to both improve patron flow and acces, and also create the room needed to shelve returned materials.
- We will be offering two new museum passes this year: The Fort at No. 4 and the Aviation Museum of New Hampshire.
- Our new promotional display for our Library of Things collection should be up within the next few weeks.
- We are now participating in the rotating video game collection handled and purchased by the Librarians of the Upper Valley (LUV) regional cooperative. This means more choices for young patrons.
- Our circulation of physical items YTD has now surpassed the previous year's same period (January – April). It's a small increase, but this is still significant in the face of all of the e-options, and reflects well on the collection and all staff efforts.

Partners: Town of Sunapee, SCES & SMHS, Abbott Library Foundation, and Friends of Abbott Library

- The summer Recreation Department booklet is now finalized, and the Library's events as well as the Friends, feature heavily throughout.
- Books for the Farmers Market table (prizes for the scavenger hunt) have now been ordered.
- The Friends have paid the school the funds required to purchase books for the annual Literacy Day. This will be on June 11th, and Molly will be there to promote Summer Reading.
- Molly and I met with the Literacy team and Librarians from SCES and SMHS to discuss Beanstack, an online tool used to promote reading, run challenges, and reward effort. Beanstack is commonly used by public libraries throughout the summer. We are considering this for the fall of 2026, but it would require investment from Abbott as well as each school. If all three parties were using the same platform, we could run seasonal challenges throughout the year.

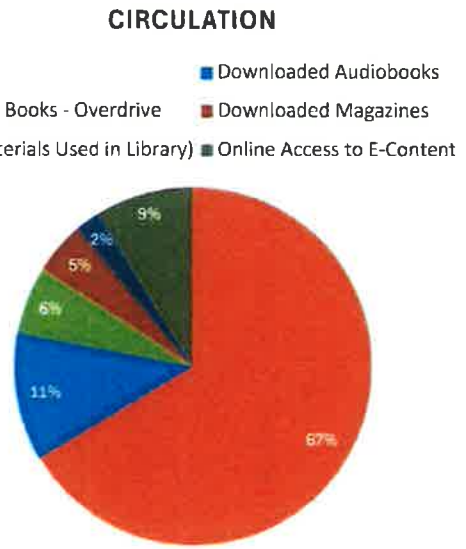
- Heidi Doyle from the SCES Library is now testing various different library software systems, as they are on the path to a new system as well.
- The Annie Hartnett program was a huge success with 80 people attending (including about 10 on Zoom). We did have a minor parking lot incident which delayed the start of the program. A patron's car was left in gear and rolled into another car in the upper lot. Luckily, damage to both cars was minimal.
- Brown Memorial Library's Friends group (in Bradford) is trying to organize another regional meeting of Friends groups. I passed on Jan's contact info.
- The Friends approved our full spring and summer programming budget at its Board meeting on April 13th. There was a very active agenda, and many projects are in process at this time of year.
- Plans for the Book Sale and Pancake Breakfast are well underway. The Friends' Board is meeting in early June to focus on the event. Volunteer sign-up forms for the Book Sale are printed and at the Circulation Desk.
- The previous Foundation website url has now been set up to automatically re-direct to the Foundation page on our site.

Coming up this week – rescheduled from the winter....

Library Use / Circulation and E-Content	April 2026		YTD 2026	YTD 2025	% Change
Physical Library Items Borrowed	2,490		10,367	10,035	3%
Downloaded Audiobooks	426		1,632	1,710	-5%
Downloaded E Books - Overdrive	228		944	905	4%
Downloaded Magazines	180		725	735	-1%
Local Use (Materials Used in Library)	80		312	256	22%
Subtotal - Circulation (Physical Items and Libby)	**3,404**		**13,980**	**13,641**	**2%**
Hoopla	233		893	851	5%
Kanopy & Kanopy Kids	76		389	455	-15%
BookFlix	15		15	30	-50%
EBSCO Novelist and K-8 Plus	11		29	118	-75%
Subtotal - Econtent	**335**		**1,326**	**1,454**	**-9%**
Total Circulation	3,739		15,306	15,095	-6%
Patron Visits	2,548		9,651	8,329	16%
New Cardholder Registrations	10		68	52	31%
Internet Sessions (public computers)	120		467	459	2%
Wireless Usage	471		1,915	2,078	-8%
Website	**April 2026**		**YTD 2026**	**YTD 2025**	**% Change**
Visits	847		6,107	6,284	-0.03
Unique Visitors	465		3,115	3,464	-0.10
Avg Visits per Day	16				
Programs This Month	**Adult**		**Child**	**2026 Adult YTD**	**2026 Child YTD**
Number of Programs	17		19	59	65
Number of Attendees	196		180	607	818
Meeting Room Usage In Hours	**Activities**		**NH Room**	**Activ YTD 2026**	**NH Room YTD 2026**
	121		68	410	248
Volunteer Hours	**April 2026**		**YTD 2026**		
Shelving Volunteers	26		91		
All Other Volunteers	104		467		
Total Volunteer Hours	130		558		

April 2026

Circulation	
Library Items	2,490
Downloaded Audiobooks	426
Downloaded E Books - Overdrive	228
Downloaded Magazines	180
Local Use (Materials Used in Library)	80
Online Access to E-Content	335
Total Circulation	3,739
Patron Visits	2,548



Abbott Library
Expenses by Vendor Summary
January-April, 2026
REVISED

	Total		
Adobe, Inc	79.96		
Amazon business	12,208.53		
American Library Association	415.85		
Americans for Prosperity - NH	75.00		
Azar International	215.43		
Bev Bjorklund	75.00		
Bluehost, Inc.	160.07		
Briar Patch Landscaping, LLC	975.00		
Brodart Co.	165.91		
Canon Solutions America	1,719.58		
Canva	119.40		
CBI malware bytes	399.99		
Collaborative Summer Library Program	39.95		
Colonial Pharmacy	20.70		
Comcast	669.68		
Cybrarian Corporation	695.00		
Dead River Company	2,549.29		
Dell Marketing L.P.	1,049.99		
Demco	441.58		
Dreamhost	75.78		
Eversource	3,059.68		
Ferland Hi-Tech Solutions	2,190.00		
Foreign Policy Association	120.60		
Glenn Knoblock	453.60		
Google Services	4,404.44		
Grace Ritzmann	29.57		
Grammarly	144.00		
Hannaford	93.04		
Henniker Historical Society	50.00		
Hoopla	1,502.96		
Idrive	139.65		
Jeff Cabral	18.06		
Key Communications	255.00		
Keyvoice.net	387.85		
Kyler Wesner	60.28		
Lake Sunapee Electrical	900.00		
Library Journal LLC	289.00		
Mailchimp	106.00		
MicroMarketing LLC	185.95		
Midwest Tape	175.38		
New Hampshire Library Association	220.00		
NH Audio & Video	423.32		
NH Municipal	110.00		
Powers Generator	402.00		
QUENCH USA	260.00		
Richards Free Library	1,184.41		
Sharon Thielicke	540.00		
Sunapee Water & Sewer Dept.	554.00		
Susan Johanson	90.00		
Tasco Security	1,402.57		
Tech Soup Global	170.00		
Thomas Eliassen	75.00		
ULINE	399.94		
UniFirst Corporation	524.06		
USPS	78.00		
WT COX Information Services	1,175.30		
Zoom	84.95	**Budget**	**over Budget**
Total Operating Expenses	**44,410.30**	39,543.00	4,867.30
Wages and Benefits	**151,607.91**	179,040.00	(27,432.09)
TOTAL	**$196,018.21**	**$ 218,583.00**	(22,564.79)

Abbott Library
Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L
January - April, 2026

	YTD Actual	YTD Budget	$ over YTD Budget	% of YTD Budget	Annual Budget	% of Annual Budget
Revenue						**33%**
1 Town Funding Contributions	0.00	0.00	0.00		0.00	
100 Town Funding	39,543.00	39,543.00	0.00	100.00%	118,629.00	33.33%
101 Town Funding Payroll & Benefits	158,637.70	179,040.28	-20,402.58	88.60%	537,120.85	29.53%
Total 1 Town Funding Contributions	**$198,180.70**	**$ 218,583.28**	**-$20,402.58**	**90.67%**	**$655,749.85**	**30.22%**
43300 Direct Public Grants	0.00	0.00	0.00		0.00	
43330 Foundation and Trust Grants	4,326.02	0.00	4,326.02		0.00	
Total 43300 Direct Public Grants	**$ 4,326.02**	**$ 0.00**	**$ 4,326.02**		**$ 0.00**	
43400 Direct Public Support	0.00	0.00	0.00		0.00	
43460 Legacies and Bequests	70.00	0.00	70.00		0.00	
Total 43400 Direct Public Support	**$ 70.00**	**$ 0.00**	**$ 70.00**		**$ 0.00**	
45000 Investments	0.00	0.00	0.00		0.00	
45030 Interest-Savings, Short-term CD	2,101.73	0.00	2,101.73		0.00	
Total 45000 Investments	**$ 2,101.73**	**$ 0.00**	**$ 2,101.73**		**$ 0.00**	
46400 Other Types of Income	0.00	0.00	0.00		0.00	
46429 Interest Operating Acct	1.50	0.00	1.50		0.00	
46480 Book Reimbursement	28.00	0.00	28.00		0.00	
46481 Non-Resident Fees	400.00	0.00	400.00		0.00	
46483 In Memory Of	500.00	0.00	500.00		0.00	
46487 Printing/Copying Income	181.54	0.00	181.54		0.00	
46488 Fax	30.00	0.00	30.00		0.00	
46489 Overdue Conscience	577.61	0.00	577.61			
Total 46400 Other Types of Income	**$ 1,718.65**	**$ 0.00**	**$ 1,718.65**		**$ 0.00**	
Sales	-1,885.00	0.00	-1,885.00			
Total Revenue	**$204,512.10**	**$ 218,583.28**	**-$14,071.18**	**93.56%**	**$655,749.85**	**31.19%**
Gross Profit	**$204,512.10**	**$ 218,583.28**	**-$14,071.18**	**93.56%**	**$655,749.85**	**31.19%**
Expenditures						
2 Payroll and Benefit Expenses	0.00	0.00	0.00		0.00	
207 Full Time Wages	73,615.51	89,661.60	-16,046.09	82.10%	268,984.85	27.37%
208 Part Time Wages	34,945.57	36,357.32	-1,411.75	96.12%	109,072.00	32.04%
208.5 Overtime Wages	813.92	0.00	813.92		0.00	
209 Unused Sick Time	0.00	2,033.32	-2,033.32	0.00%	6,100.00	0.00%
210 Health Insurance	21,806.00	28,432.28	-6,626.28	76.69%	85,296.82	25.56%
215 Life & Disability Insurance	2,044.15	1,524.28	519.87	134.11%	4,572.84	44.70%
220 Medicare	1,554.60	1,813.08	-258.48	85.74%	5,439.21	28.58%
221 Employer FICA	6,647.33	7,752.44	-1,105.11	85.75%	23,257.32	28.58%
231 Retirement Contribution	9,635.83	11,291.04	-1,655.21	85.34%	33,873.11	28.45%
250 Unemployment Comp Insurance	0.00	0.00	0.00		0.00	
260 Workers Compensation Insurance	545.00	175.04	369.96	311.36%	525.16	
Total 2 Payroll and Benefit Expenses	**$151,607.91**	**$ 179,040.40**	**-$27,432.49**	**84.68%**	**$537,121.31**	**28.23%**

3 Prof. & Tech Services	0.00	0.00	0.00		0.00	
341 Telephone	964.30	556.96	407.34	173.14%	1,670.83	
341A Fire Alarm	1,041.60	655.24	386.36	158.96%	1,965.68	
341B Internet and Web Services	6,126.47	262.08	5,864.39	2337.63%	786.27	779.18%
342A Computer Support/Hardware	2,730.00	1,146.64	1,583.36	238.09%	3,439.95	79.36%
342B Copier Lease	0.00	6,044.48	-6,044.48	0.00%	18,133.43	
365 Equipment Repair	0.00	327.60	-327.60	0.00%	982.84	
Total 3 Prof. & Tech Services	**$ 10,862.37**	**$ 8,993.00**	**$ 1,869.37**	**120.79%**	**$ 26,979.00**	**40.26%**
4 Facilities	0.00	0.00	0.00		0.00	
410 Electricity	1,541.19	3,603.76	-2,062.57	42.77%	10,811.26	
411 Heat	4,067.78	1,801.88	2,265.90	225.75%	5,405.63	75.25%
412 Water	250.00	294.84	-44.84	84.79%	884.56	
413 Sewer	304.00	163.80	140.20	185.59%	491.42	
430 Bldg Repair & Maintenance	2,208.35	1,146.64	1,061.71	192.59%	3,439.95	64.20%
440 Outside Maintenance	1,377.00	1,867.40	-490.40	73.74%	5,602.20	
450 OLD LIBRARY BUILDING OVERHEAD	0.00	0.00	0.00		0.00	
Total 4 Facilities	**$ 9,748.32**	**$ 8,878.32**	**$ 870.00**	**109.80%**	**$ 26,635.02**	**36.60%**
5 Other Services	0.00	0.00	0.00		0.00	
520 Insurance	0.00	0.00	0.00		0.00	
540 Training and Meetings	779.85	458.68	321.17	170.02%	1,375.98	
550 Programs	533.46	327.60	205.86	162.84%	982.84	
555 Advertising	135.57	458.68	-323.11	29.56%	1,375.98	
560 Membership	545.00	262.08	282.92	207.95%	786.27	
Total 5 Other Services	**$ 1,993.88**	**$ 1,507.04**	**$ 486.84**	**132.30%**	**$ 4,521.07**	**44.10%**
6 Supplies	0.00	0.00	0.00		0.00	
610 General Supplies	1,806.31	1,474.28	332.03	122.52%	4,422.79	
610-A Machine Supplies	0.00	65.52	-65.52	0.00%	196.57	
610-C Program Supplies	820.08	1,474.28	-654.20	55.63%	4,422.79	
625 Postage	78.00	98.28	-20.28	79.37%	294.85	
630 Office Equipment	3,928.56	245.72	3,682.84	1598.80%	737.13	532.95%
640 Custodial Supplies	414.20	720.76	-306.56	57.47%	2,162.25	
699 2020 CoVid-19 Expenses	0.00	0.00	0.00		0.00	
Total 6 Supplies	**$ 7,047.15**	**$ 4,078.84**	**$ 2,968.31**	**172.77%**	**$ 12,236.38**	**57.59%**
62100 Contract Services	0.00	0.00	0.00		0.00	
62110 Accounting Fees	0.00	0.00	0.00		0.00	
62140 Legal Fees	0.00	819.04	-819.04	0.00%	2,457.10	0.00%
62150 Outside Contract Services	0.00	0.00	0.00		0.00	
Total 62100 Contract Services	**$ 0.00**	**$ 819.04**	**-$ 819.04**	**0.00%**	**$ 2,457.10**	**0.00%**
65000 Operations	0.00	0.00	0.00		0.00	
65010 Books, Subscriptions, Reference	0.00	0.00	0.00		0.00	
65020 Postage, Mailing Service	0.00	0.00	0.00		0.00	
65030 Printing and Copying	0.00	0.00	0.00		0.00	
65040 Supplies	0.00	0.00	0.00		0.00	
Total 65000 Operations	**$ 0.00**	**$ 0.00**	**$ 0.00**		**$ 0.00**	
7 Capital Outlay	0.00	0.00	0.00		0.00	
750 Furniture and Fixtures	0.00	163.80	-163.80	0.00%	491.42	0.00%
Total 7 Capital Outlay	**$ 0.00**	**$ 163.80**	**-$ 163.80**	**0.00%**	**$ 491.42**	**0.00%**
8 Library Materials	0.00	0.00	0.00		0.00	

802-A Books	8,000.39	7,567.88	432.51	105.72%	22,703.64	
802-B Subscriptions	1,701.10	819.04	882.06	207.69%	2,457.10	
802-C Non-Print	1,516.15	1,801.88	-285.73	84.14%	5,405.63	
802-D Large Print	0.00	0.00	0.00		0.00	
802-E E-Devices	0.00	0.00	0.00		0.00	
802-F Software	695.00	163.80	531.20	424.30%	491.42	141.43%
802-G Collection Supplies	684.37	491.44	192.93	139.26%	1,474.26	
802-H E-Content	2,161.57	4,259.00	-2,097.43	50.75%	12,776.94	
Total 8 Library Materials	**$ 14,758.58**	**$ 15,103.04**	**-$ 344.46**	**97.72%**	**$ 45,308.99**	**32.57%**
9 Bank Charges and Fees	0.00	0.00	0.00		0.00	
999 Trust&Fines Expenses-Restricted	0.00	0.00	0.00		0.00	
Purchases	0.00	0.00	0.00		0.00	
Unapplied Cash Bill Payment Expenditure	0.00	0.00	0.00		0.00	
Uncategorized Expenditure	0.00	0.00	0.00		0.00	
Total Expenditures	**$196,018.21**	**$ 218,583.48**	**-$22,565.27**	**89.68%**	**$655,750.29**	**29.89%**
Net Operating Revenue	**$ 8,493.89**	**-$ 0.20**	**$ 8,494.09**		**-$ 0.44**	
Other Revenue						
8100 Nonrecurring outside revenue	1,690.87	0.00	1,690.87			
8102 Friends of the Library reimbursement	72.04	0.00	72.04		0.00	
Total 8100 Nonrecurring outside revenue	**$ 1,762.91**	**$ 0.00**	**$ 1,762.91**		**$ 0.00**	
Total Other Revenue	**$ 1,762.91**	**$ 0.00**	**$ 1,762.91**		**$ 0.00**	
Net Other Revenue	**$ 1,762.91**	**$ 0.00**	**$ 1,762.91**		**$ 0.00**	
Net Revenue	**$ 10,256.80**	**-$ 0.20**	**$ 10,257.00**		**-$ 0.44**	

Library Board of Trustees May Meeting Minutes

May 26, 2026
Excused Absences: Jon Reed

Call to Order
Sue called the meeting to order at 5:11 pm

Attendance
Trustees: Bev Bjorklund (joined online), Jim Harrison, Tim Eliassen, Susan Johanson, Emma Brown, Nancy Berger

Approval of Minutes

A motion was made by Sue to approve the minutes of the April 28th meeting minutes. Tim seconded the motion. Motion carried.

A motion was made by Sue to approve the Book Sale Minutes from the April 16th meeting. Tim seconded the motion. Motion carried.

Treasurer's Report

It looks like the Library is $27,000 under budget in the wages department. One reason for this is our budget is based on month to month, but the town does payroll every two weeks, which is 8 pay periods.

Approval of Expenses (January through April)

A motion was made by Tim to approve the Expenditures of Vendors, including the wages and benefits for the first four months of 2026, in the Amount of $196,018.21. Susan seconded the motion. The motion passed unanimously. This sum includes the first three months of the non-payroll expenses which have also been approved at earlier meetings.

Benefits received from the Foundation in 2025 is $21,182
Benefits received from the Friends in 2025 is $36,612
The Board wants to thank both the Friends and Foundation for their contributions to the Library

Director's Report

Jeff got a second quote for window shades from Sunapee Shades at $4700. At this time with the expense, Jeff does not believe it is worth pursuing. We will keep this shade project in mind for the future.

On June 11th there will be a pride flag making event for teens.

Jeff checked in with the fire department to see about getting staff CPR/First Aid Certified. The fire department uses a provider for CPR and First Aid, and narcan training.

Jeff brought up that the Library has a memorial donation fund and the family expressed interest in an outdoor event space. Jeff has researched and looked at pavilions in the area, specifically the one at the Grantham Village School and one at the Hampstead Public Library. Jeff is going to put together information he has found about creating an outdoor event space, specifically a pavilion, into a report.

Abbott Library Friends Report

Nothing to report at this time. The next meeting will be on June 8th.

Abbott Library Foundation Report

Nothing to report at this time. The Foundation is hoping to meet in June.

Book Sale Report

Sue and Jeff have been focusing on the publicity of this event (with the combined flyer for the pancake breakfast). They have also been looking into combing the volunteer sign up for both the book sale and pancake breakfast. Jon has been working on the volunteer sign up and people have started signing up to volunteer.

The next meeting is planned for June 1 at 4 pm.

Chair's Report

NHLTA Conference Wednesday, May 27th - Sue and Jeff will be attending

Trustees please take time to review the Trustee Manual and note any comments or additions/deletions. Jon and Bev will complete this project by the summer.

Work From Home Policy - The Board decided that this policy was made during Covid-19 and does not seem to be relevant any more. This policy can not be utilized by all staff members, making it inequitable.

A Motion was made by Sue to eliminate the Work from Home Policy. Nancy seconded. Motion carried.

Nonpublic Session
Emma motioned to enter a nonpublic session. Tim seconded. The motion passed. The nonpublic session started at 6:19 pm
Emma motioned to close the nonpublic session. Sue seconded the motion.
Motion passed. The nonpublic session was adjourned at 6:45 pm

Old Business/Other Business

Adjournment

A motion was made by Sue to adjourn the meeting. Jim seconded the motion. The motion passed. The meeting was adjourned at 6:47 pm

Meeting Minutes submitted by:

Emma Brown

Emma Brown, Secretary

Calendar:
Next Board Meeting is June 23, 2026
July TBD Approval of expenditures
August 25, 2026 - Preliminary budget work