**Library Board of Trustees APPROVED**

**Minutes of the Regular Board Meeting**

**Chesley Memorial Library, Northwood**

**Tuesday, April 8, 2022**

Attending: Betty Smith, Chair; Pat Vaillancourt, Treasurer; Janet Story Clark, Secretary; Irene Kreider, Alternate; Karen Riley, Alternate; Donna Bunker, Library Director

The meeting was called to order at 9:00 am.

**Minutes --**  The minutes of the Board of Trustees meeting on March 11 were corrected in the section on ARPA Library of Things to delete the wording in the Action section and add the wording “Reviewed and Discussed” in the Discussion section. Moved/Seconded (Janet/Pat) and Approved.

The minutes of the Budget Workshop, held on March 22, 2022, were accepted with the correction in the officers’ election to the Secretary’s name to read Janet Story Clark.

**Treasurer’s Report –** Pat and Irene have been working on creating an Income/Expense Report in Excel, along with separate reports to track grants such as the Grano grant and other income sources as required. Donna will be tracking expenditures of the ARPA grant and will share with Pat.

**Director’s** Report – Donna distributed copies of the Director’s Monthly Report. She noted the following highlights:

* the large increase in downloadable audiobooks from January/456 items to March/546;
* the return of the Cupcake War on April 18, the first time since the pandemic;
* the gift of her new book “Why Would I Lie” from local author Adi Rule; and
* Donna turned over to the Treasurer five (5) additional generous donations totaling $250 in memory of Cheryl Caldwell. There are no restrictions on these gifts.

In the future, this report will be sent out with the agenda before the Board meeting.

**Expenditure Report –** Donna distributed copies of the Expenditure Report, which is still a work in progress. This report covers the first quarter of the 2022 year and indicates that approximately 25% of the Library budget has been expended. The next report will reflect the unexpected 2% COLA expense in the wages lines.

**OLD BUSINESS**

**Book Return –** Elvyn Bunker/Maintenance is moving forward on getting a proper surface installed so that the new book return can be put in place. He will be purchasing the supplies needed and will get reimbursed by the Town from the Library budget.

**Budget Questions** – Discussion began about how we can improve communications with Town Hall. *This item should remain on the agenda.*

Janet volunteered to look into who in the town can submit warrant articles.

**Default Budget** – With the 2% COLA addition to the Library staff wage lines, our default budget will change.

**Trust Funds** – Janet discussed the results of some of her research on Library-focused Trust Funds held by the Town’s Trustee of Trust Funds. She is still gathering files and trying to coordinate the details for each fund and its purpose. She noted two places in the March 12, 2022 letter from the Trustees of Trust Funds that may need to be addressed after the research is completed. *This item should remain on the agenda.*

**NEW BUSINESS**

**Amazon Prime/Library of Things** – Donna presented information about the Amazon order for items to be used for the Library of Things. She will investigate 3 payment options and will use the best option as discussed.

**Back Bay/Computer Virus –** Back Bay is the computer company that maintains the Town’s and Library’s computers. They called Donna recently to inform her that two Java-based Trojan viruses had been found and removed from one of the library’s staff computers. All agreed that the expenditure for this service more than paid for itself this month.

**Bookshelves** – Three bookshelves from the shed will be going to the Northwood Recreation Committee. The committee will be picking them up.

**Bradford Factor –** Donna introduced an HR tool that she recommends the board approve for use. The Bradford Factor gathers data to objectively measure absenteeism which can then be used to support personnel action. An unplanned absence can throw a small staff into disarray as “the entire workflow is disrupted.” After reading a handout and discussion, it was determined that implementation of the Bradford Factor would require an addition to the Library’s Personnel Handbook.

Board Chair Betty entertained a motion to amend the Chesley Memorial Library’s Personnel Handbook/Attendance to add: Chesley Memorial Library will use the Bradford Factor to monitor and evaluate the impact of short-term absences on the Library’s operation and implement action as needed.

It was MOVED (Janet), SECONDED (Pat) and APPROVED to amend the Personnel Handbook as stated above. Implementation is effective as of Friday, April 8, 2022.

**COLA/Step Increases/Wage Matrix** – As the Board of Selectmen has now determined that Library wages should be included in the voter approved 2% COLA for town employees, the Board of Trustees felt we should do the same. Therefore:

1. A motion was made to accept a one-time increase of a 2% Cost Of Living Adjustment (COLA) for all library staff as per the approved warrant article #27 on the 2022 Town Warrant on March 8, 2022. The motion was MOVED (Janet); SECONDED (Pat) and APPROVED.
2. With the new 2 % COLA added to wages, the Town’s Wage Matrix will soon reflect that wage increase in each Step in each Labor Grade. That will increase the Library’s budget wage lines, which means we must take those funds from another line in the budget and move them to the various wage lines for each position. Irene had already started this process and, because of all of her advance work, it was determined that approximately $1600 has to be shifted. At the next meeting we will find these funds in the budget and make changes as appropriate. *This item should remain on the agenda.*

The Chair asked for a motion to approve the 2022 step increases for employees with satisfactory evaluations, effective on their anniversary dates. It was MOVED (Janet), SECONDED (Pat) and APPROVED.

**Friends Meeting** – Janet (Trustee Rep.) and Donna (Library Director) both attended this meeting on March 11, 2022. The Friends raised approximately $660 at their first Just Desserts fundraiser. Donna reported that there was a discussion about ways that the Friends could help the Library through their fundraising. Various options were brainstormed, including hiring bonuses and more. In the end they determined to thank and show their support to the Library staff for all that they’ve done over the last two years throughout the pandemic. Various incentives, gifts etc. were discussed.

**LEGO Request** – The Library has received a patron request to borrow some of the LEGOs used pre-pandemic for the LEGO Club. After discussion of the pros and cons it was determined that the Library was unable to do this at this time.

**NHLTA Conference** – The 2022 Spring Conference will take place on Tuesday, May 10. The registration deadline is April 22. Everyone who wishes to attend should send Donna the specifics of the sessions they wish to attend by next Friday, April 15. Janet will send email to all to inform and remind. Janet will also contact NHLTA to take over Gale Tobbe’s membership.

**Personnel** – This item was moved to next month’s agenda. Before then, Donna will draft a new job description for the position to be discussed. *This item should remain on the agenda.*

**Summer Reading Program** – Theme of the program is “Oceans of Possibilities.” Donna is looking at possibility of using Grano Grant to create an exciting program using a UNH program to tie in to the summer reading.

**Weekly Report** – Some time ago, the Town Administrator asked all Town Department heads to submit a weekly report on meetings attended etc. The Trustees determined that this was a duplicative effort and therefore a poor use of the Library Director’s time as she already prepares a monthly report to the Board of Trustees. The Library Director will now submit that report, with extraneous information removed, to the Town Administrator on a monthly basis.

The next meeting of the Chesley Memorial Library Board of Trustees will take place at the Library on Friday, May 13, 2022 (the second Friday of the month) at 9 AM.

A motion to adjourn was MOVED (Janet), SECONDED (Pat) and APPROVED at 12:51 PM.