**Library Board of Trustees**

**Minutes of the Board Meeting**

**Chesley Memorial Library, Northwood**

**Friday, June 10, 2022**

Attending: Betty Smith, Chair; Pat Vaillancourt, Treasurer; Janet Story Clark, Secretary; Irene Kreider, Alternate; Margaret Walker, Alternate; Donna Bunker, Library Director; Nancy Johnson, Friends of the Library

The Chair called the meeting to order at 9:06 a.m.

**Minutes –** Minutes of the May 13, 2022 with corrections were Moved/Seconded (Pat/Betty) and approved. Discussion followed on distributing minutes. The draft minutes will be posted at the Library. Upon approval, the approved minutes will be posted on the library website. Donna will work with the Town to get a link on the Town website that will take the viewer directly to the Library’s website and the minutes posted there.

**Treasurer’s Report –** The report was reviewed. Discussion followed on the process to document transactions.

**Director’s Report –** The report, which had been distributed earlier in the week, was reviewed. Highlights included increased circulation numbers for May and the Library of Things (LOT) items are all catalogued and ready to be circulated.

**Expenditure Report –** The report was distributed, and various lines were reviewed and discussed. *Next month Donna will run a report breaking out account lines to determine areas that may cause issues before the end of the year.*

**Purchase Orders –** There were no POs for approval.

**OLD BUSINESS**

**CIP –** No due date has been forthcoming from the Town on this project. *Reminder to discuss Bryant Library possible needs with Northwood Historical Society.*

**Cybersecurity –** Donna received information from Town Hall and it was recommended that we contact PRIMEX as they may have training and can help with policy development. Donna polled SILC members and no member libraries have cybersecurity policies. *Donna will follow-up with PRIMEX.*

**Generator –** Distribution of the ARPA funds will be discussed by the Board of Selectmen at their meeting next Tuesday, June 14.

**Trust Funds –** Janet discussed results of recent research on some of the trust funds. It was determined that a meeting with the Northwood Trustees of Trust Funds should take place to discuss specific Trust issues and RSA 202A:22. *Betty will contact the TTF to arrange a meeting at a mutually agreeable public location.*

**NEW BUSINESS**

**Attorney General’s Letter –** Janet reported that she had emailed Terry Knowles, formerly with the NH AG’s Division of Charitable Trusts about their 1995 letter to NHLTA re: Library governance and town boards. Terry responded that we should ask the new Division leadership for its determination. *Janet will contact the NHLTA to get on its agenda to discuss. Betty, Margaret and Janet will attend to present our request to NHLTA if/when we can be on their agenda (either before July 27 or four weeks or more after that to allow for Betty’s presence).*

**Audit Letters –** Copies of three letters from past municipal audits were distributed. *These items will be on the next agenda for discussion.*

**Evaluation –** Donna will email her part of the current evaluation along with the last evaluation to the Trustees.

**Minutes –** This discussion took place following approval of the previous minutes earlier on this agenda.

**Museum Passes –** Donna provided details on the various museum passes including the Museum of Science/Boston, Friends donations of passes for Children’s Museum/Dover, Seacoast Science Center/Rye, and Squam Lake Natural Science Center/Holderness. The Library will also promote the free admission the second Saturday of every month at the Currier Museum of Art/Manchester.

**NHLTA Awards –** The various awards were reviewed and a committee made up of Margaret, Janet and Pat volunteered to write up a submission. *A letter of support will be needed by the Library Trustees.*

**Personnel –** Donna reported that the new Technology Librarian has been on board for three weeks and her production to date has been very well received.

**Volunteer Agreement –** Donna reported that the Town has a new Volunteer Agreement. The CML Library Board of Trustees determined that we would keep our Volunteer Policy as it is specific to libraries and is based on state and national library policies.

**Basement Window Coverings/Security –** During discussions with the Friends of the Library about funding for projects, window blinds for the basement windows were proposed. It was suggested that we might be able to use a “stick on” film that would let light in but anyone trying to look in would not be able to see. Two samples of film were placed on two basement windows. *In the next two weeks, Trustees should look at the windows and give Donna their feedback. We will also try to see how the film works at nighttime.*

**OTHER BUSINESS**

**Personnel Policy –** This item was reviewed and discussed. A motion was Moved/Seconded (Janet/Pat) to accept the Chesley Memorial Library Personnel Policy as amended on this date. Motion Approved.

**Policy Handbook –** *This item will be on the next agenda and should be placed nearer the top of the agenda.*

The next meeting of the Library Board of Trustees will take place at the Library on Friday,

July 15, 2022 at 9 AM.

It was Moved/Seconded (Pat/Janet) and approved to adjourn the meeting at 11:40 AM.