**Library Board of Trustees APPROVED**

**Minutes of the Board Meeting**

**Chesley Memorial Library, Northwood**

**Friday, March 10, 2023**

Attending: Betty Smith, Chair; Pat Vaillancourt, Treasurer; Janet Story Clark, Secretary; Irene Kreider, Alternate; Karen Riley, Alternate; Donna Bunker, Library Director. Guests Ted Wilkinson and Jim Vaillancourt were present for the first section of the meeting.

The meeting began at 9:03 AM.

**Trust Fund Discussion –** Messrs. Wilkinson (current Trustee of Trust Funds) and Vaillancourt joined us to discuss the ongoing discussions via mail that have taken place between the Library Trustees and Trustees of Trust Funds (TTF). Information shared included:

* The MS-9 document submitted yearly to the state by the TTF, will show the breakdown between principal and interest in each of the library trust funds. This will help the Library Trustees to track how much interest in each fund is available. This document can be found on the town website.
* In addition, the TTF provides a yearly letter to the Library Trustees with a breakdown of interest earned by each fund along with the purpose of each fund.
* In 2007 or 2008, town residents voted in favor of allowing the library trustees to accept gifts and donations.

The Library Trustees will discuss the process for accessing the available funds at the next meeting.

**Minutes –** The minutes of the February 2023 meeting were reviewed and amended. It was moved/seconded (Pat/Betty) and approved to accept the minutes as amended.

**Treasurer’s Report –** It was moved/seconded (Janet/Betty) and approved to accept the Treasurer’s report as written.

**Director’s Report –** This report was reviewed. The director noted that the town’s insurance information meeting provided excellent information and part-time employees discovered some benefits that were available to them. A total of nine new patrons obtained library cards in Feb.

**Expenditure Report –** The report was reviewed and some clarifications were provided.

**TRUSTEE BUSINESS**

**Policy Review –** Donna contacted Michael York, State Library Director, for an attorney recommendation and he suggested contacting Upton and Hatfield in Concord. Janet also contacted at attorney for a suggestion and believes that the same firm, with two specific people named, was recommended.

Janet also suggested that we might want to look at the “challenge” policy to make it more clear what the process is. Library staff will look at creating a folder that will clearly show how the process moves forward, from start to finish.

**Software –** Donna surveyed the SILC membership for what financial software they or their trustees use, but no responses were received. She knows that either QuickBooks or Quicken are used from past conversations. A computer for the Trustee Treasurer is available now and one will be available soon for the Secretary’s use.

**OLD BUSINESS**

**Alternates –** We need to verify that Margaret will continue to serve as an alternate. *Betty will contact Margaret.*

**Budget/Warrant Articles –** The Friends funded a mailing to Northwood residents providing information about the two Library warrant articles. The mailing will be in mailboxes today or tomorrow, prior to voting next Tuesday.

**Holiday Schedule –** The schedule distributed at the previous meeting was discussed. It was moved/seconded (Janet/Pat) and approved to accept the Holiday Schedule for 2023 as distributed.

**Memo of Understanding –** The MOU with the Town of Northwood/Board of Selectmen was created in 2012 and needs updating. The Director will contact the town to be put on the BOS agenda as soon as possible to meet with the BOS to update the MOU.

**Mission Statement –** After review and discussion, it was moved/seconded (Pat/Betty) and approved to accept the following as the new Mission Statement:

It is the mission of the Northwood Libraries to serve as a community center connecting people of all ages and backgrounds to impartial resources, programs, services and technology that encourage literacy, develop a lifelong quest for learning, and expand life experiences and knowledge.

The new mission statement will be posted on the web site, within the library and in other ways as pertinent

**Water System –** This item will be added for discussion at our meeting with the Board of Selectmen (See Memo of Understanding above).

**NEW BUSINESS**

**Friends of the Northwood Libraries –** The Friends are looking to hold a retreat in the near future to discuss the current organization.

**NH Library Trustee Conference –** The Conference will take place on May 9. Our Board choices should be made by the next meeting to be submitted before the deadline of April 21.

**Library Outside Sign Standard Operating Procedure –** There have been requests by non-library groups for messages to be put on our changeable letter sign. Donna located a procedure that was created for the sign in 2014. *This should be an item on the next agenda and another discussion mentioned at this point in the meeting to add to the agenda is policy on the website.*

**WellSense Health Plan Medicare Program –** The Board determined that the library would pass on providing this program.

**OTHER BUSINESS**

**DHHS Mobile Vaccination Service –** Donna will seek more specific about this state-sponsored service.

**Webinars –** United for Libraries (UL/American Library Association) has a webinar on building a strong relationship with your library board and the NH Municipal Association webinar is about handling a First Amendment audit.

**Library Board Meeting Schedule –** After discussion, the board determined that it will continue to meet on the second Friday of every month.

The next regularly scheduled meeting of the Library Board of Trustees will take place on Friday, April 7 at 9 AM.

The meeting was adjourned by consensus at 11:43 AM.

Future Dates:

April 7, Friday – Library Board of Trustees meeting, 9 AM. Chesley Memorial Library

April 21, Friday – Deadline to register for NHLTA conference

May 9, Tuesday – NHLTA conference, Grappone Center, Concord