**Library Board of Trustees**

**Minutes of the Board Meeting**

**Chesley Memorial Library, Northwood**

**Tuesday, May 13, 2022**

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

The Chair called the meeting to order at 9:02 a.m.

**Minutes –** Three sets of minutes were presented for approval as follows:

1. April 8, 2022, Minutes of the Regular Board Meeting. A correction was made to Mr. Bunker’s first name. Moved/Seconded (Pat/Betty) and Approved to accept the corrected minutes.
2. April 19, 2022, Minutes of the Technology Librarian Job Description Work Session. Moved/Seconded (Betty/Pat) and Approved .
3. April 27, 2022, Minutes of the Policy Work Session. A correction was made in the **Policy Handbook** paragraph to correct the name of the Town’s policy to be reviewed to the Purchasing policy. Moved/Seconded (Pat/Betty) and Approved to accept the corrected minutes.

**Treasurer’s Report –** The report was reviewed. It was Moved/Seconded (Janet/Betty) to accept the Treasurer’s Report as read.

**Director’s Report –** The report, which had been distributed earlier in the week, was reviewed. An idea to create a Young Writers group was brought up by Margaret and this will be explored by staff.

**Expenditure Report –** The report was current as of 5/12 but is still a work in progress but it looks like as of 5/12 we have expended about 32% of the budget.

**Purchase Orders –** Two POs were presented for approval.

1. Subscriptions totaling $878.18. PO was signed and will be forwarded to the Town for payment.
2. ARPA Library of Things – Amazon order for $2000.95 was approved and the treasurer will write a check for this payment.

**OLD BUSINESS**

**Budget –** Continuing the discussion from last month on how to improve our communications with important audiences at Town Hall (Select Board, Budget Committee, etc.) Trustees who attended the NHLTA Conference session on Budgeting reported ideas from other towns. It was agreed that we should implement some of these ideas.

**COLA/Step Increases/Wage Matrix –** We will be watching our budget as the COLA and Step Increases are now in place and these were unbudgeted increases.

**NHLTA Conference –** Board members who attended were very positive about the presentations and talked about specifics pertaining to Friends of the Library (Northwood Friends are a 501(c)(3) organization as defined by the IRS), having a Challenged Material Policy (Donna will ask other libraries what they may have), First Amendment Challenges (our staff has been trained), obtaining stories about the library from our patrons, and a Non-Public session of meetings “check list.” *Janet received the Board’s OK to email Terry Knowles about her letter from 1995.*

**Trust Funds –** These funds are specifically for Library use. A recent communication from the Town’s Trustees of Trust Funds’ Treasurer, reporting on the specifics for the various funds, along with questions from a patron have raised some issues. The Library Board determined that a meeting with the TTF would help to clarify the issues that have been raised.

A motion was made to meet with the TTF re: trust issues and RSA 202A:22 wording “The entire income from such funds shall be paid over to the library trustees.” The motion was Moved/Seconded (Janet/Pat) and Approved. *Betty will contact the TTF to arrange a meeting.*

**NEW BUSINESS**

**Capital Improvement Plan (CIP)** – A new process for CIP has been developed and will be led by the Town’s Planning Board. The two library items in the current CIP are a generator and a solar array. It was Moved/Seconded (Janet/Pat) and Approved to include these two items in the updated CIP. Concern on the generator cost was raised. *Donna will ask the Town Administrator what the Town Hall generator cost and also will ask the SILC membership.*

Donna also announced a Select Board *Listening Session* to hear residents’ ideas on how to use the ARPA funds that the Town will be receiving. The meeting will take place on Tuesday, May 24 at 7 p.m. at the Town Hall. As many of us as can attend, will attend. Betty will speak on the Library’s behalf, we will stand with her and the generator will be our suggestion along with our reasoning.

**Cybersecurity** – Alternate Irene Kreider has distributed to all the research and resources she found on cybersecurity. The subject was also brought up at the NHLTA conference. Developing a Cybersecurity policy should be on our radar. *Donna will ask her SILC counterparts if they have a policy and would share it. Donna also mentioned the Town/Library tech consultants who we could have meet with us on this topic and guide us in developing the policy.*

**Friends** – The staff received gifts of flowers and gas cars from the Friends to show their appreciation to the staff for all of their hard work during the recent difficult, challenging times. The staff appreciated this support.

The Friends are looking for other needed Library items that they could fund. Donna suggested that adding blinds to the basement windows is a possibility. The Board agreed. The Friends have also shown interest in funding museum passes that had to be cut from the budget. Donna is investigating the costs of these passes to present at the next Friends’ meeting.

**Library of Things/ARPA Expenditures –** Donna reported that about $3000 is left from this grant to purchase items for the Library of Things. There will be a training session with staff from the NH State Library on cataloguing these unique-to-a-library items such as shovels and a popcorn maker.

**Minutes Availability –** A patron has shared with Donna that the Town website does not contain minutes of the Library Board. Donna explained that they are on the Library website, but the Board agreed that it would be helpful to the public if residents could easily link to the Library website from the Town’s website. *Donna will ask Town officials if this link can be added and will ask SILC members how their minutes are made available.*

It was also noted that RSA 91-A states that records such as these should be retained for ten (10) years.

**NHLTA Dues –** The invoice for the dues has been received and approved. It will be forwarded to the Town for payment.

**Personnel –** The Technology Librarian has been posted in several places. Donna contacted Operation Able re: 55+ candidates, but there is no one that fits the position.

**Public Access Computers –** Donna researched the SILC members on how they handle sign ins on the public computers. Of the 13 member libraries, 10 have no sign in requirements. As we have had no sign-in sheets throughout the pandemic and ongoing, our policy needs to be updated. The Board reviewed the current policy and made changes to reflect the no sign-in required.

**Senior Café --**  Gale and Fred Tobbe have been serving as the hosts of the Senior Café on behalf of the Library. We need a volunteer to fill in for them as host on the rare occasion that they are unable to attend.

**Summer Reading Program –** Registration for the program will open on June 20 with the program starting in July. Staff are researching and setting up the program now, but with staff shortages and budget constraints, it will be a bare bones program.

**Technology Librarian –** There has been one very strong applicant who saw the job on our outdoor sign. A second interview will be scheduled in the next few days.

**OTHER BUSINESS**

**Policy Handbook –** This item was tabled. *It will be on the agenda for the next meeting.*

**Petty Cash –** A discussion took place re: the mechanics of recordkeeping for the petty cash. Clarification was made. The suggestion was made that an orientation for Board members taking over new duties as well as those who are newly elected would be helpful. No decision was made.

The next meeting of the Library Board of Trustees will take place at the Library on Friday, June 10, 2022 at 9 AM.

The meeting was adjourned at 12:15 PM