**Library Board of Trustees APPROVED**

**Minutes – Policy Work Session**

**Chesley Memorial Library, Northwood**

**Wednesday, April 27, 2022**

Attending: Betty Smith, Pat Vaillancourt, Janet Story Clark, Irene Kreider (alternate), Karen Riley (alternate), Donna Bunker, Library Director

The meeting began at 9:00 am.

**Personnel Policy** – The Library’s Personnel Policy goes together with the Town of Northwood’s Personnel Policy, with adaptations to fit the special needs of the Library. Information about The Bradford Factor, adopted at the March 2022 Board meeting, will be added. This review was completed about 9:40 am.

**Policy Handbook** – In addition to edits throughout the handbook, new policies covering Social Software and Visual Media were added. The phrase “sexual orientation” was added to OBJECTIVES AND GUIDING PRINCIPLES section. A new section to cover the LIBRARY OF THINGS will be added in the **ADMINISTRATION** section. Two brief sections on BUILDING MAINTENANCE MEMORANDUM OF UNDERSTANDING and BRYANT LIBRARY will be added to include Appendices E and F respectively. Wording to cover the BUDGET process was also corrected to reflect New Hampshire RSAs as they pertain to library budgets. The Library Director will be checking several sections, such as the Town’s Credit Card policy, to ensure that they contain current wording.

The review was completed and the meeting was adjourned at 12:00 Noon.