**Library Board of Trustees APPROVED**

**Minutes of the Board Meeting**

**Chesley Memorial Library, Northwood**

**April 7, 2023**

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

The meeting began at 9:06 AM.

**Election –** As this is the first meeting following the town elections, congratulations were offered to Pat Vaillancourt on her reelection. The following officers were elected:

Chair – Betty Smith

Treasurer – Pat Vaillancourt

Secretary – Janet Story Clark

The following individuals have all agreed to be appointed as Alternates: Irene Kreider, Karen Riley and Margaret Walker.

**Minutes –** Minutes of the March 10, 2023 meeting were Moved/Seconded (Pat/Janet) and Approved with corrections.

**Treasurer’s Report –** The Treasurer’s Report for the period 3/1 – 3/31/23 was Moved/Seconded (Janet/Betty) and Approved.

**Director’s Report –** It was noted in this report that the current number of registered card holders is 2,258 following the deletion of inactive card holders who have not used library services since 2018. Two donations were received in the last month: 1. NH State Library donated Library Science Core Collection; and 2. Nancy Tusinski donated a copy of the cook book “What’s Cooking in Northwood, NH.” The Secretary will send notes thank you notes to both.

**Expenditure Report –** This report shows expenditures through the end of March. It has been updated to include the three percent COLA approved for staff by the voters in the March election. The Director also distributed the Town’s newly approved 2023 Expanded Wage Scale with 30 Grade Levels (including 3% COLA).

**TRUSTEE BUSINESS**

**Legal Representation Update –** Janet provided an update on her contact with the law firm of Upton and Hatfield in Concord and the letter of agreement they sent for the Board to sign. Betty suggested that we could have the Town Attorney review the CML Personnel Policy as they are familiar with the Town’s Policy. It was Moved/Seconded (Janet/Pat) and Approved that we ask the Town’s Attorney to review the CML Personnel Policy for any conflicts with the Town’s Personnel Policy and to limit work to three (3) hour; if more time is necessary the attorney shall contact the Library Board for permission to move forward. *The Board Chair shall identify the Town Attorney and contact them about doing the work. The Secretary shall contact Upton and Hatfield to thank them for their interest.*

**Policy Review –** A brief discussion about the level of work that some updates need was held. *This item will be placed on the next Agenda.*

**Trust Funds –** We need to move ahead with providing the Treasurer with a computer and appropriate software so that “the books” can become computerized and a spreadsheet can be created to provide the Board with the information needed to access funds properly.

**Trustee Treasury Reports Review –** This item will be moved to the May agenda. *Board members should review this report distributed for January meeting for discussion at May meeting.*

**Non-Resident Fees –** Pat, in her role as Treasurer, asked why these fees need to be kept separate from donations received? The response was that these fees need to be kept separate so that the number of Non-resident patrons can be counted and because it is a fee and not a donation. Further discussion revealed that the fee for non-residents has been $20 for many years*. At the next SILC meeting the director will ask what amount those member libraries charge non-residents to use their libraries and the library cost per capita. If we decide to change this fee, we believe that a public hearing must be held to receive input from the public; this will be researched so that proper procedures are followed.*

**Software --** A brief discussion on the “bookkeeping” software that should be installed on the Treasurer’s computer ensured. The Board asked the Director to contact the town/library computer consultant Back Bay for their input and recommendation on whether to purchase QuickBooks or Quicken for this purpose.

**OLD BUSINESS**

**Alternates –** Our understanding is that our suggested candidates to serve as Alternates will be approved by the Board of Selectmen at their April 11 meeting. If appointed they will also have to be sworn in at the Town Clerk’s office.

**Budget/Warrant Articles –** The results of the March 28 voting were discussed. It was agreed that we need to make public relations ongoing throughout the year. Media outlets, and the lack thereof, were discussed.

**Friends of the Northwood Libraries/Flyer –** It has been noted that future flyers must contain an individual’s name and the organization’s address on the flyer as required by the Attorney General’s office.

**Memo of Understanding between the Town and Library –** The Board agreed to have a work session for this discussion on Tuesday, 4/11/23, at the Library at 1 PM. This work session will be posted today. The Director will send a draft format to the Board before the session.

**NHLTA Conference –** We will look at the Conference sessions and sign up for our preferences at the 4/11 session.

**Library Sign Standard Operating Procedure (SOP) –** The SOP for the library exterior sign had been distributed to the Board. After a brief discussion, the Board thought that this should be a policy. The Director was asked to distribute to the Board via email the newest updated Policy Handbook. *The Director suggested that any new policies be added to the end of the current handbook so that pagination does not get too complex.*

**Water System –** This item will be added to our request to the Board of Selectmen for discussion, along with updating the Memorandum of Understanding for Library Maintenance.

**NEW BUSINESS**

**Advocacy –** Our experience this year at election time emphasizes that we need to advocate for the Library throughout the year. Three people have volunteered to help keep our messages in front of the public. During a brief discussion, our various audiences and programs, such as seniors, writers, book groups, Lego group, and Story Time, were mentioned as items to present to the public.

**Computers –** It was Moved/Seconded (Janet/Pat) and APPROVED to authorize the Library Director to use funds in the Equipment Purchase budget line to purchase a laptop for use by the Board Secretary only.

**First Amendment Audit/Visual Media Policy –** This policy is on page 27 in the most recent edition of the Policy Handbook. The Director recently attended an online workshop about this kind of audit and found that libraries fall into a gray area about what can and cannot be recorded. We should become very familiar with the policy and also ask at NHLTA Conference about whether kids at kids programs and adults attending book discussions can be videoed

**Grano Children’s Initiative in June –** This program, on Friday, June 9 in the early evening, will be about mountain climbing with kids. The presenter is Dan Szczesny (pronounced Chesney).

**Lunch Closure –** The library will remain closed during lunch at this time.

**Recreation Department –** The Library is partnering with the Recreation Department during several events. We will be doing craft programs and promoting each other’s activities.

**State Report –** The Director has submitted the State-required report*. The Director will send the Board the PDF so that we can see the reported statistics.*

**Toilet –** The Director had previously reported to the Board that the library toilet had broken and Chris Brown from the Town had looked at it and replaced it.

**Vacation Hours –** Information about hours earned was provided.

**Wage Scale –** The Board reviewed the Town’s new wage scale that increased the number of Labor Grades from 19 to 30.

**OTHER BUSINESS**

**1000 Books –** The staff is excited about the new graphics the pre-kindergarteners are using to show their progress in reading 1000 books before kindergarten. The Board will visit the children’s area to see this after the meeting.

**Absence –** The Director reminded the board that she will be taking medical time from next Thursday at noon until the end of the following Monday.

The meeting was adjourned by consensus at 12:08 PM.

Future Dates:

April 29 – 10 AM to Noon – Open House for National Library Week

May 12 – 9 AM – Board of Trustees’ meeting