

Northwood Libraries Board of Trustees Meeting

8/8/25

FINAL

In attendance: Betty Smith, Chair; Pat Vaillancourt, Treasurer; David R Coursin, Secretary; Dana Hochgraf, Alternate; Pat Savage, Alternate; Donna Bunker, Library Director.

A motion to call the meeting to order carried unanimously at 9:10 a.m.

Minutes

The minutes from 7/9/25 were discussed and accepted.

We reviewed the protocol for completion and review of the minutes. The secretary has five working days after the meeting date to complete a draft of the minutes and distribute them. The board members, alternates, and the Director will review the minutes before the next regular board meeting. Necessary changes will be discussed so the final version can be approved at that meeting. It will be marked as "Final." The Director will submit the draft and final versions.

Treasurer's Report

We reviewed the July 2025 balance in the Trustee Treasury. The beginning balance was \$14,990.08. After deposits of \$89.38 and expenditures of \$40.55, the ending balance was \$15,038.91. Further discussion about prudent use of the funds can be found in relevant sections under Old and New Business. The report was reviewed and accepted.

Director's Report

The report now includes YTD figures and figures for the past month. The July activity numbers and scheduled programs for August were discussed. We received four gifts during the month, identified in the report. Pat Savage offered to write the thank you notes for these and future gifts. The attached report was reviewed and accepted.

Expenditure Report

Our expenses were 50% of the total budget at the end of the second quarter. The Board appreciates the Director's efforts to manage expenses within the budget. There were no unexpected expenses.

Old Business

BOS Meeting

In our June meeting with Mr. Fry from the BOS, we discussed the value of board members attending BOS meetings. Board members and alternates plan to attend the 9/9/25 meeting and are on the schedule for 6:15pm. We will sort out a future schedule for joining the BOS meeting, possibly three times/year, in November, April, and September. We have a project list for both libraries and hope to discuss how to complete pending safety inspections in addition to basic maintenance work that needs to be done. We will forward this list in advance of the meeting, so BOS members are familiar with it.

Bryant

The need to stay current with maintenance issues was underscored by recent problems with water leaking into the building from roof areas awaiting repair. Maintaining the building in a timely fashion has been difficult and the Board is working to improve this situation. The Board is the steward of the building, but its members aren't qualified to managed regular inspections or coordinate repairs and inspections. The Historical Society, as the tenant, is most aware of immediate problems. The Town of Northwood is committed to maintaining the buildings. All three need to coordinate to stay on top of urgent problems and to keep moving on delayed maintenance. The Board need Northwood's building inspector's expertise to guide us, so we agreed to invite Mr. Devin Haley to our September meeting to discuss the best ways to coordinate with him and other town resources he might recommend.

Evaluation

The Board unanimously approved the final draft of the Director's performance evaluation, and each board member signed it.

Media Plan

We agreed on the value of publishing regular updates about issues affecting CML. We will post them on our website, our Facebook page, the Northwood Community Facebook page, and to our email list. We also have the opportunity to publish the update in future editions of Our Northwood News. We will agree on a topic at each board meeting and decide who will draft the update. The author will distribute it to board members with a clear deadline for comments/revisions. They must be received by the deadline to be included. The author will revise the update accordingly and submit to the newspaper ASAP so it can be considered for the next edition. David Coursin will draft the update from this meeting.

Preservation Consultant/Historic Building Assessment

The Board is entrusted with two historic buildings that deserve an expert assessment to establish a plan for appropriate maintenance/preservation. The Director has obtained a list of consultants recommended by the NH Preservation Alliance and recommendations from other librarians. She will contact up to five consultants to gather specifics about cost, timeframe, and work-product so we can determine if this is a project we can finance through the trustees treasury.

Project List/Building Maintenance

The Director will finalize the existing project list and forward it to the BOS so they can review before the September meeting. Attending board members will also bring copies to the meeting so we can at least address the pending safety inspections as a high priority.

Shed

The roof is not leaking and joints around the doors that may contribute have been caulked. However, the fit of the doors cannot protect the interior from precipitation, and the floor is the most affected area. Refitting/changing the doors so they can seal properly appears to be the best solution. We discussed using pallets to keep items off the floor, but this doesn't resolve the basic problem, and they would make it harder to move items in and out.

New Business

The 1000 Books celebration is scheduled for 8/26/25, acknowledging 11 children who have completed the challenge to date and others that may complete it by the deadline.

Chairs

The Director has researched chairs for staff and patrons. She presented her recommendation for four staff chairs, and the board unanimously approved their purchase from the trustees treasury. The cost is ~\$145/chair. Seating requirements for patrons point to a different style chair. The Director has also researched options and will have a recommendation for the next meeting.

Correspondence

The Director received a thank-you letter from Daniel Mather complementing the CML staff. Positive feedback is always noteworthy.

Other Business

Per RSA 91A:3IIC, a motion to move into a non-public session carried by a unanimous vote of the Board.

A motion to come out of the non-public session and seal the relevant minutes carried by a unanimous vote of the Board.

Other Business

Volunteers Ms. Margaret Walker and Ms. Gail Tobbe maintain the library's garden. Pat Savage offered to help and will call Ms. Walker.

CHESLEY MEMORIAL LIBRARY

AUGUST 2025 REPORT

July computer tally: 47 patrons

YTD computer tally: 291 patrons

July Downloadable Audiobooks: 717 items

YTD Downloadable Audiobooks: 5,421 items

July circulation: 1,358 items

YTD circulation: 7,726 items

July new patrons: 26

Total number of registered library card holders: 1,186

MEETINGS

August 8 – Trustee Meeting 9:00am

August 11 – Friends Meeting 4:00pm

PROGRAMS

August 4, 11, 18, 25 - Senior Café 1:00pm

August 5 – Summer Reading Program: Escape Room 3:00-5:00pm

August 6 - Afternoon Book Discussion 2:00pm

August 7 – Genealogy Workshop 2:00-3:00pm

August 11 - Junior Writers 4:00pm

August 14 – Crafternoon: Friendship Bracelets 3:00-5:00pm

August 16 – Shirefest/Renaissance Faire – Barnstead 10:00am-4:00pm

August 19 – Chesley Writers 3:30pm

August 20 - Evening Book Discussion 7:00pm (via Google Meet)

August 25 – 1000 Books Before Kindergarten Celebration 6:00pm

GIFTS

Barton, Anne – DVD: A.M. & P.M. Stretch

Center Point – Large Print Books: California Golden by Melanie Benjamin, Red Flags by Lisa Black, The Silence In Her Eyes by Armando Lucas Correa, Bone Canyon by Lee Goldberg, and Sisters Under the Sun by Heather Morris

Cussins, Marianne – Book: Playing With Fire by Tess Gerritsen

Patricia Mahoney –DVDs: Dreamer, Felicity, Lark Rise To Candleford Third Season, Winter Love Story