

## Northwood Libraries Board of Trustees

Friday December 15, 2023 - The regular monthly meeting was held at the Chesley Memorial Library. The meeting was called to order at 9:00 AM by Betty Smith.

Attending: Betty Smith/Chair; Janet Story Clark (from 9-10:15 AM), Secretary; Irene Kreider, Alternate/Acting Secretary; Karen Reilly, Alternate; and Donna Bunker, Director.

**Minutes** – Betty made a motion to accept the minutes from 11/15/23 with amendments. Janet seconded the motion which passed on a voice vote.

The **Treasurer’s Report** was reviewed and discussed.

The **Director’s Report** was reviewed and discussed.

The **Expenditure Report** was reviewed and discussed.

### **Trustee business:**

#### **Budget**

The Budget Committee feels that possibly ARPA funds can be used to replace the failing lift. Janet made a motion that the grade and step salary increase (Grade 16 Step1) for the Assistant Librarian will take place on the anniversary date of the current employee. Betty seconded the motion. It passed on a voice vote.

#### **Library Policy Review**

Donna will email copies of the final version to the trustees. She will send the draft of the Visual Media Policy to the police chief before his visit at our January meeting.

#### **Trust Fund Reimbursements**

Pat received a letter from the Trustee of the Trust Funds stating there is a new procedure to submit invoices for approval. It was decided to follow the direction of the email from the town finance director and all invoices will be submitted together after they are received.

### **Old business:**

**Bryant**-We will follow up in the spring. Janet will follow up on contacting the NH Preservation Alliance, Andrew Cushing, for an update on the status of our application.

**Election/Candidates** - Donna has found one potential candidate. Karen volunteered to review the wording on a flyer.

**Library Project List** – Donna will update it and follow up with the Town Administrator.

**Staff Vacation** – There has been no answer from the town if they would be willing to pay for some of the accumulated hours.

**Theodora Kalem Grano Wing** – nothing new to report

**Zone Dampers** – an estimate was received from M & W Metal Works for a thorough repair. Donna will review this with the Town Administrator.

**New Business:**

**Assistant Librarian Warrant Article** – A question on the wording was answered.

**Delayed Openings** – Donna presented wording listing reasons for closing to be posted on the website.

**Warrant Article-** The warrant article for the Assistant Librarian has not yet been discussed by the budget committee. Betty suggested scheduling a workshop if needed.

**Other Business:**

**Meeting Schedule 2024** – It was decided to review this at the January meeting when all board members are present.

Donna invited the police chief to the January meeting.

Janet feels she does not need the laptop the trustees provided and wants to return it to the library for their use.

Betty expressed some concerns she has been hearing from town citizens. Someone feels we do not need 2 staff members at all times. The board feels this is a non-negotiable issue. Another voiced a concern that we want to increase the Assistant Librarian hours to 35 hours/week when the library is only open 32 hours/week. The board feels that it is our intention to increase the library hours.

The meeting was adjourned by consensus at 10:25 AM.

Respectfully submitted,  
Irene Kreider, Acting Secretary

The next meeting is January 12, 2024 at 9 AM at the Chesley Memorial Library.