

**Northwood Libraries
Board of Trustees
MINUTES
February 14, 2025
Board Meeting**

APPROVED

Attending: Betty Smith, Chair; Janet Story Clark, Secretary; Karen Riley, Alternate; Donna Bunker, Library Director

The meeting began at 9:10 AM.

Chair Smith stated that Karen will serve as a voting Board member until Pat V. can join the meeting via Google Meet due to medical reasons . Chair Smith also welcomed David Coursin to the meeting. He is running for the position of Library Trustee in the March election. Later in the meeting, Alice Best joined the audience.

Minutes – After discussion, it was MOVED/SECONDED (K. Riley/B. Smith) to accept the minutes with edits. The motion PASSED (Vote 3-0)

Treasurer’s Report – There was no report at this time; we will wait until the Pat V. has joined the meeting.

Director’s Report –At this time the connection was made with Pat and she joined the meeting as a full voting member of the Board. Karen returned to her role as an Alternate. The director noted that a generous donation of Northwood Theater memorabilia had been made to the library as required by the group’s by-laws upon their dissolution. There are no restrictions on the gift. After discussion, it was MOVED/SECONDED (J. Clark/P. Vaillancourt) to donate the Northwood Theater memorabilia to the Northwood Historical Society. The motion PASSED (Vote 3-0). Donna will contact NHS’s Sandy Priolo and arrange a transfer of the items.

Expenditure Report – The report was reviewed with no comment.

TRUSTEE BUSINESS

Board Alternates – Taylor Mahoney, who is now a Strafford resident, has resigned her position via email. Dana Hochgraf has indicated an interest in serving. Betty and Donna will coordinate contact with her.

Audit – Pat asked if Donna had heard anything about the town audit, but no dates have been set as of this date. The audit usually takes place in late February/early March.

Budget – There will be no update on our 2025 budget until after the March voting results. We can hope for the best, but plan for a default budget.

Trust Funds – These were reviewed and discussed.

Trustee Bylaws – The amended Bylaws were distributed. It was MOVED/SECONDED (J. Clark/P. Vaillancourt) to accept the amended Bylaws. The motion PASSED (Vote 3-0). Donna will send the updated version electronically to the Board and will post at the library.

OLD BUSINESS

Bryant Library – Donna reported that at the recent town department head meeting, Public Works reported that six slates on the roof were fixed and three will be fixed in the spring. No mention of the keystone fix was made.

Chesley Chimney – The exterior work on the chimney is complete. Interior work and flue replacement has yet to be done. This is a Town responsibility as the total cost is over \$500.00 but nothing has been done on this project as far as we know.

Energy Audit – We await the final written report on this audit covering both library buildings.

Chesley Lift – The lift is broken. It will go down but the door will not open. A written statement about the broken lift, for use on the website and social media, was reviewed. The statement will be posted.

Personal Days/Library Personnel Policy – After discussion, it was MOVED/SECONDED (J. Clark/P. Vaillancourt) to amend the policy to read “Personal Days may be used as staffing allows.” The motion PASSED (Vote 3-0).

NEW BUSINESS

Costa Rican Bee Program cost – The library was invited by the Deerfield library to participate in and help sponsor this on-line presentation. We had patrons present at the library as well as on-line attending. Once an invoice is received from Deerfield, the cost of \$100.00 will be covered using funds from the trustees’ checking account.

Candidates Night – Betty announced that this event will take place this year at Town Hall on February 24 and will be sponsored by the local Rotary club.

Donation – The library received a check from an investment company with a library patron’s name in the memo. After a phone call, it was determined that the check was an unrestricted donation to the library and will be deposited into the Trustee checking account.

Deliberative Session – Donna reported that only about 30 thirty people attended the session, which took place the day following a large snow storm. This discussion then led to the next subject.

Library Closures/Vacation Weeks – A resident comment at the Deliberative Session questioned why we closed during school vacation weeks. Unfortunately, no time was provided for us to respond to the question. Our visitor, Alice Best, did respond in a Facebook post after she received the facts from Donna. After discussion, it was determined that the Library Trustees should develop an explanation for this issue and the associated warrant article to make the

assistant librarian position pull-time. Karen and Janet volunteered to do this and Donna will provide them with details she has developed in the last few months. The statement will be posted on the library's website and on Facebook's Northwood-related pages.

LibraryAware – An invoice for this library graphics software, totaling \$1,024.00, was introduced, approved and signed off on by the two in-person Board members, B. Smith and J. Clark.

Town Elections – The question was asked if we want to have people holding signs in support of our warrant articles at town meeting/election day. The question will be presented to the Friends for action by them if they wish.

OTHER BUSINESS

Snow Closure – Yesterday, the library was closed because of the snow storm. Today, Friday, we are closed as part of our normal schedule. However, there are accessibility issues. The main entrance/front door was frozen shut so that the State Library van driver could not deliver our Inter-Library Loan (ILL) books. Also, the exterior ramp going down to the rear entrance was not shoveled. Someone came this morning and started to shovel, but then left. Donna will call public works to follow up. With our lift inoperable and the ramp left unshoveled, the library will be inaccessible to patrons with disabilities.

The meeting was adjourned by consensus at 10:57 AM.

Future Dates:

Tuesday, March 11 – VOTING DAY, Northwood School

Friday, March 14 – Board of Library Trustees meeting, 9:00 AM, Chesley Memorial Library