**Library Board of Trustees APPROVED**

**Minutes of the Board Meeting**

**Chesley Memorial Library, Northwood**

**Friday, January 13, 2023**

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

The meeting was called to order at 9:02 AM.

**Minutes –** After discussion, it was Moved/Seconded (Pat/Betty) to approved the minutes of the December 2022 with corrections. APPROVED. The corrected version will be distributed to the attendees.

**Treasurer’s Report –** After discussion, it was Moved/Seconded (Janet/Betty) to approve the reports with corrections as discussed. APPROVED.

**Director’s Report –** Highlights of the report included: 479 audiobooks downloaded in December; 770 items in circulation; a total of 2,781 library card holders, and 25 programs offered throughout the month. Those present were reminded that the Friends of the Northwood Libraries will hold their Soup’s On & Pie fund raiser on January 20 at the Congregational Church.

**Expenditure Report –** As no figures have been inputted into the Town systems, this report provided very limited information, most pertaining to encumbered funds. Donna will contact the Town to find out the date by which the encumbered funds must be used.

**TRUSTEE BUSINESS**

**Bylaws –** Continued until the next meeting.

**Policy Review –** We are still looking for an attorney with knowledge of library law to review our policies. Janet and Donna will keep searching.

**Trust Funds –** After discussion about content, Janet now has specific information to include in the letter she will draft from our Board to the Trustees of Trust Funds. *Janet will send the draft to Betty.* We also had concerns about any State reporting requirements that may be required of us. *Pat will email the NH Charitable Trusts Unit to ask if we will have any reporting requirements for Library Trustees over and above the MS9 report filed by the Trustees of Trust Funds. Janet will send Pat the contact information at the State.*

**OLD BUSINESS**

**Budget –** The budget numbers were reviewed as approved by the Budget Committee ($213,544) versus what was requested ($234,00). In addition, there are two warrant articles asking that two current part-time positions be made full-time to also include benefits. We will provide brief info to the Town Voter Guide justifying these requests.

**Carpets –** The funds for this project have been encumbered but we don’t know how long we have to use encumbered funds. *Donna will email Chris Brown to see when the part to fix the water system is expected so this can be done before the carpets are cleaned. Donna will also email the Town Financial Administrator to find out about deadline for using encumbered funds.*

**Grano Children’s Initiative –** The Friends have turned over a check for $250.00. This represents a first quarter payment from the Grano Trust to fund the Grano Children’s Initiative.

**Income Generating Equipment –** No additional information.

**Library Connection Project –** We received a grant from this project for $5,187.57 for seating in the youth area downstairs. Donna wrote the application for these funds and, on behalf of the Board, Irene thanked her for her initiative to make this application a success. *A public hearing will be held at our next meeting to receive public input on accepting these funds.*

**Locks –** The lost key was found and so we will not be changing the locks at this time. We will revisit this subject later in the year to see if there are funds in the budget to do this.

**Mission Statement –** Donna distributed some phrases and wording from other libraries and Irene sent an email this date with another example. The trustees and alternates should work on drafting a statement and our thoughts will be discussed at the February meeting.

**Water System –** As stated earlier under Carpet Cleaning, Donna will be contacting the Town/Chris Brown to see where the water system fix stands.

**NEW BUSINESS**

**Annual Report --** Our current Mission Statement was included in the Library’s Annual Report for the Town Report. Deleting the statement and several other edits and deletions, along with agreement that the Annual Report should be signed by the Betty, Chair and Donna, Library Director.

**Big Read –** The State Library is writing a grant to fund a state-wide “book club” activity called the Big Read. Town libraries will promote the project and activities related to the book will be sponsored locally. We will ask the Friends of the Northwood Libraries to partner with us. All of this depends on the State Library receiving grant funding.

**Cookbook Club –** Diane would like to start this club. Donna answered Board questions about staffing and budget issues and it should work.

**Friends –** The Friends generously provided the Library with up to $1,000.00 to purchase a large screen TV, rolling cart, and cables that will be used to enhance our program offerings. *Janet will write a thank you note to the Friends.*

The Friends agreed to co-sponsor, with the Harvey Lake Women’s Club, Candidates Night before the election.

The Friends fund-raiser, Soup’s On…and Pie, will take place on Friday, January 20 from 4 to 6:30 PM at the Congregational Church. If it snows on the 20th, it will be held the next day, the 21st, same time and place. The menu was finalized. All volunteers should arrive at 2 PM to set up.

**Sidewalks –** The sidewalks were not shoveled in a timely manner during one storm, but were done for others. We need to keep track of this. **An agenda item for the February meeting will be to review the Memorandum of Understanding between the Library and the Town and an action plan developed.**

**Warrant Articles --** See BUDGET section above.

**OTHER BUSINESS**

**Library Hours/Deliberative Session –** The Library will remain open during the Deliberative Session.

**Library Collaboration –** We will be partnering with the Deerfield and Epsom Libraries for an “on-line” winter cooking class with chef/caterer Liz Barbour.

**Evening Book Discussion Group –** The number of participants in this group has been dwindling. When the “snow birds” return in the spring the group will discuss continuing or not.

**Reporting –** Once again, the Board of Selectmen have requested weekly activity reports from Department heads. The Library Board of Trustees have instructed the Library Director to submit to the Board of Selectmen the same monthly report she prepares for the Trustees.

The meeting was adjourned by consensus at 12:24PM.

Future Dates:

February 4, Saturday – Town Deliberative Session, 9 AM, Northwood School

February 9, Thursday – School Deliberative Session, 6 PM, Northwood School

February 22, Wednesday – Candidates Night, 6:30 PM, Town Hall

February 27, Monday – Friends meeting, 4:30 PM, Chesley Memorial Library

March 10, Friday – Library Board of Trustees meeting, 9 AM, Chesley Memorial Library

March 14, Tuesday – Town and School Elections, 7 AM to 7 PM, St. Joseph Church Hall