

**Northwood Libraries  
Board of Trustees  
MINUTES  
Board Meeting  
January 10, 2025**

**FINAL**

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

The meeting began at 9:06 AM.

**Minutes** – After discussion, it was MOVED/SECONDED (P. Vaillancourt/B. Smith) to APPROVE the minutes of the December 13, 2024 meeting as edited. The motion was APPROVED (Vote 3-0).

**Treasurer’s Report** – The treasurer distributed petty cash logs for the last quarter of 2024. After discussion it was determined that the policy of petty cash replenishment will remain as is with the director and treasurer determining when replenishment is needed.

A copy of the bank statements will be attached to the official minutes.

**Director’s Report** – The library’s Wish Tree during the holidays resulted in five donations of office and craft items.

Board members should plan to attend the public hearing at Town Hall on Wed., January 15 at 6 PM to answer questions that residents might ask.

Board members should attend the Deliberative Session on Saturday, February 1 at 9 AM and be prepared to answer any questions asked and to support our budget.

A brief discussion of the computer tally included proposed plans for public computers and space usage.

**Expenditure Report** – A review of the end of year budget report showed that the director did an excellent job of “managing under difficult circumstances,” per the chair.

The director reported that about \$2000 worth of books PLUS about \$500 in cash was donated to cover the budget cuts in the library budget.

**TRUSTEE BUSINESS**

**Alternates/Trustees Elections** – The director’s research showed that alternates must reside in town. Betty will contact Taylor Mahoney to inform her that she can’t serve as an alternate.

We will need 2 alternates and one trustee for the coming year. We believe that there are two potential candidates for the one trustee position.

**Audit** – The chair and treasurer are working on fulfilling the requirements of the town audit.

**Budget/2025** – We discussed how to deal with our budget if, once again, town residents do not approve the proposed 2025 budget.

The director reported that the town administrator told her she can buy books. Discussion followed.

The chair and library director will prepare remarks for the deliberative session.

**Trustee Bylaws** – Edits were made. The director will make the edits and email the revised copy for approval at the February 2025 meeting.

## **OLD BUSINESS**

**Bryant** – It seems that the roof tiles and unsecured keystone over the front door of Bryant Library have yet to be repaired. The director will report this and some of the trustees will check Bryant periodically to see if the repairs have been made.

**CML Chimney** – Exterior work on the chimney is in process. Per the library/town agreement, the cost of this project, in excess of \$500, will be covered by the town. Work on the chimney flue lining and interior chimney issues has not been approved yet and will also come under the town's responsibility.

**Energy Audit** – The audit will take place on January 14, 2025 at both library buildings, Chesley and Bryant. The director will be present through the process.

**Furnace/mini splits** – Work on this project took place while the library was closed. The work was completed, but the mini-spits are not working. It needs more work but the contractor has not shown up three times. Another problem arose during the work. A town employee was overseeing the work and the library was not secured or alarmed two times.

**The Lift** – The state inspection of the lift was done recently and the lift passed. However, the next time it breaks down, parts may not be available because of its age. It is our understanding that replacing the lift with unexpended funds may be a warrant article in the 2025 budget.

## **NEW BUSINESS**

**NH Downloadable Books Consortium** – Payment will be made for the yearly fee of \$2,441.00 to allow library patrons to make unlimited downloads.

**Personal Days** – According to town personnel policy, each staff member is allowed three personal days. After discussion it was agreed that the policy will be that these days can be used as staffing allows. The director will draft the wording and this item will be on the agenda for discussion at the February 2025 board meeting.

## **OTHER BUSINESS**

**Town Annual Report** – The director had distributed a draft of the library’s report to the trustees. She shared the final document, including “infographics” and a photo collage with the board and the members were pleased with the final results.

**Complaint** – The town administrator emailed the director that a resident had complained to him that the library was dealing in commercial endeavors by having an author sell their books at the library. The TA explained that events like this are normal events in libraries everywhere.

**Legacy Letter Program** – The director shared an opportunity with the board to attend a program that could be made available for libraries to offer to their patrons. The director will coordinate finding attendees to the on-line presentation. Two board members were interested in attending and suggestions for the two other attendees from our genealogy and writers’ groups will be contacted.

**Kudos for the publicity** – It was noted that in the new publication in town, Our Northwood News, the library’s Library of Things was featured along with several library listings in the Things To Do section.

The meeting was adjourned by consensus at 11:32 AM

## **NEXT MEETING**

Friday, February 14, 2025 at 9 AM