

Northwood Libraries
Board of Trustees meeting 7/11/25
Final

In attendance: Betty Smith, Chair; Pat Vaillancourt, Treasurer; Dana Hochgraf, Alternate; Donna Bunker, Library Director.

Absent: David R. Coursin, Secretary and Pat Savage, Alternate

A motion to call the meeting to order carried unanimously at 9:03 a.m.

June Minutes

- Trustees reviewed and approved June minutes after noting one spelling correction.

Treasurer's Report

- Beginning balance for May: \$15,288.15
- Ending balance for May: \$15,406.66
- Income for May: cash donations, non-resident fees and interest
- Beginning balance for June: \$15,406.66
- Ending balance for June: \$15,518.96
- Income for June: cash donations, non-resident fees and interest
- Expenditure for June: petty cash replenishment
- GRANO Gift Fund beginning balance for May: \$340.19
- GRANO Gift Fund ending balance for May: \$340.33 (.13 interest)
- GRANO Gift Fund beginning balance for June: \$340.33
- GRANO Gift Fund expenditures for June: \$333.49 (supplies for Birdhouse program)
- GRANO Gift Fund ending balance for June: \$6.91 (.07 interest)
- Treasurer's Report was reviewed and discussed.

Director's Report

July 2025 Report

- June computer tally: 27 patrons - YTD 244 patrons
- June Downloadable Audiobooks: 806 items - YTD 4,704 items
- June circulation: 1,170 items – YTD 6,368 items
- June new patrons: 11
- Total registered library card holders: 1,160

Meetings

- July 11 – Trustee Meeting 9:00 a.m.

Programs in July

- Regular programs continuing: Story Time, Book Discussions, Writers Groups, Senior Cafe
- Summer reading programs: Guessing Games, Puzzle Races, Shirefest Crafts, Candyland (life size game)
- Build A Birdhouse
- Estate Planning Seminar

Gifts

- None

Expenditure Report

General Fund Expenditures and Co-encumbrances

- Report was reviewed and discussed. On track due to internal adjustments and limiting of discretionary spending.

Trustee Business

Trust Funds

- To reimburse Trustee's Trust fund account for purchase of music-themed books, Donna will send a request and the following to Finance Administrator Cheryl Eastman: June meeting minutes, a copy of the check, copy of the invoice and the signed purchase order.

Old Business

Bryant Library

- Missing slate has been replaced with that of a similar color because original color is unavailable.
- Donna will investigate whether James Bryant Trust Fund could cover repair cost, amount of which is not yet available.
- At next meeting, discussion will take place regarding routine checking on the building. Betty will consult with Sandy Priolo for her input in the meantime.

CIP

- Donna sent the suggested one. She will have a copy of our priorities and proposal estimate.
- The 2026 CIP Request is for a solar array with backup battery. Project Justifications included: Resource protection or improvement; Financial return to town; Community quality of life improvement.
- Meeting scheduled for Monday, July 14 at 6:45 p.m.

Project List

- List was reviewed and reprioritized for both Chesley and Bryant

Volunteer Project List

- A notice will be posted on the website with message that if interested in volunteering, come in and see the list of projects.

New Business

BOS Meetings

- Plan was discussed to be on the agenda periodically to address questions the BOS might have. September 9th meeting could be a check-in. More discussion to take place at August meeting.

Evaluation

- Betty will meet with Donna on July 17th regarding her annual evaluation. It was noted that Donna has worked for the library since June 1, 1987.

Media Plan

- Topic will be sent via email with a deadline for trustees to comment and respond before article is submitted to *Our Northwood News*.

Our Town Energy Alliance

- After investigating the idea of purchasing propane and oil through OTEA, it was determined that the town's current arrangement with Irving is likely the better deal.

Preservation Consultant/Historic Building Assessment

- Donna will put out a request on the listserv for consultants that libraries have used. She will also check with Andrew Cushing at the NH Historical Society for recommendations of contractors.

Supplies

- Replacing 4 office chairs for staff and 4 chairs in public spaces was discussed.
- Donna will bring a proposal to replace the chairs to the next meeting for trustees to review, and request that trustees' funds be used for this purpose.
- Motion was made and carried to spend up to \$150 for summer reading program supplies using the trustees' checking account.

A motion to adjourn the meeting carried unanimously at 11:04 a.m.

Respectfully submitted,
Dana Hochgraf, Trustee Alternate
(in Secretary David Coursin's absence)
