

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

APPROVED

Attending: Betty Smith, Chair; Pat Vaillancourt, Treasurer; Janet Story Clark, Secretary; Karen Riley, Alternate; Donna Bunker, Library Director. While the election that was held this past week has not been declared as official, David Coursin, who ran unopposed for the trustee position, was present. Also attending was Dana Hochgraf, waiting to be appointed as an alternate and David Brown, Chair of the town's Trustees of Trust Funds.

Northwood Trustees of Trust Funds – Handouts pertaining to the trust funds held by the town and exclusively dedicated to the town's libraries were distributed. One spread sheet clearly lays out the specifics of each fund from the date it was established to the undistributed interest available for books and maintenance. The information and discussion were helpful to all participants.

Discussion points were:

- Suggest to Friends of the Northwood Libraries that they consider fundraising to add donations to the trust funds;
- Trust funds must distribute per the purpose of each fund;
- Alice Tasker funds are set up with 65% going to books and 35% to maintenance;
- Only the earned interest can be spent from the trust funds;
- The Alfred Parsons Trust Fund is to be used by the Chesley Memorial Library only for "elementary age music related books;"
- The Library Trustees could consider the option of re-investing a percentage of the interest earned back into each fund;
- When we want to know if invoices submitted for payment from trust funds have been paid, we can find that information in the Trustees of Trust Fund's minutes; and
- Quarterly information can now be found on the Town's website.

Minutes – It was MOVED/SECONDED (P. Vaillancourt/B. Smith) to accept the minutes of the February 14, 2025 meeting as amended. MOTION PASSED (vote 3-0).

Treasurer's Report – Treasurer Pat pointed out that there's \$15,260 in the library trustees' checking account. People may question why we keep that amount on hand. This is a question for discussion another day and perhaps consider developing a policy for the funds with the idea to keep approximately \$10,000 as a "rainy day fund." For instance, the creation of the library director's office was made possible by using these funds.

The February report was reviewed and discussed. Pat will send out the January report.

Director's Report – The report was reviewed. The director talked about the success of the children's programs

Expenditure Report – The town budget as proposed to the voters was not approved. So, we have another default budget. We don't know what those final numbers will be, but when it arrives, Donna will email the budget to the new Board members along with our requested budget so that our new members will have both to work from.

TRUSTEE BUSINESS

Alternates – Pat Savage will continue as an alternate and our new alternate will be Dana Hochgraf. Donna will send letters to the Board of Selectmen to ask for their appointments as alternates.

Audit – Treasurer Pat delivered the requested information to the town auditors and it was returned to her the next day.

Budget – As reported above, the final budget numbers are unknown, as is the impact of the COLA (Cost of Living Adjustment) for all town employees. Strategy for the future was discussed.

OLD BUSINESS

Byant Library (in the Narrows) – We're still waiting for 3 roof tiles to be fixed.

Chesley Chimney – We're still waiting for the town to get repairs completed.

Energy Audit – The audit results were just received today. Donna will email the audit link to the Board.

Facebook Posts from the Library – As a result of increased posts on Facebook, Donna reports some increase with program attendance, as well as the success of the library warrant article for a new lift for handicap accessibility.

The Lift – The town administrator handed the lift project to the director, in spite of us being told at the CIP meeting two years ago that we don't have the knowledge to oversee such a project. Donna will work with our new trustee, Dave, on the specs.

NEW BUSINESS

Clean Energy NH – The Seacoast Energy Circuit Rider we met with several months ago, Katrin Casper, has contacted Donna to let her know that some solar installation funding may be available for the USDA Community Facilities grants. Discussion ensued about moving forward.

Earth Day 2025 – The library staff is looking into working with other town groups on Earth Day activities this year.

Local Authors Festival – Local resident Tory Osgood has contacted the library about helping to put on this festival. The staff is working on this.

Plants of the Rainforest Program – This is the second and final program we are offering with Philbrick-James Library in Deerfield. The program is either virtual or via a watch party at Chesley Memorial Library on Tuesday, March 25 at 3 PM.

Master Gardeners' Donation – The Strafford County Master Gardeners donated \$200.00 to CML to be used for garden books. It was MOVED/SECONDED (J. Clark/P. Vaillancourt) to approve up to an additional \$50 from the Library Trustees Treasury checking account to be added to the Strafford County Master Gardeners' \$200.00 gift to cover the purchase of garden books. The MOTION PASSED (vote 3-0).

OTHER BUSINESS

Student Volunteer – A CBNA student is looking to do some community volunteer hours in the next few days. It was MOVED/SECONDED (P. Vaillancourt/J. Clark) to accept Mr. Broadstone's request to volunteer. The MOTION PASSED (vote 3-0).

The meeting was adjourned by consensus at 11:21 PM.

Future Dates:

Friday, April 11, 2025 – Library Trustee Board meeting.