

**Library Board of Trustees
Minutes of the Board Meeting
Chesley Memorial Library, Northwood
May 12, 2023**

APPROVED

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

The meeting began at 9:03 AM.

Minutes – It was MOVED/SECONDED (Pat/Betty) to accept the minutes of the April 7, 2023 Board meeting. Following discussion and corrections, the motion was APPROVED.

It was MOVED/SECONDED (Pat/Betty) to accept the minutes of the April 11, 2023 work session. Following discussion and corrections, the motion was APPROVED.

Treasurer's Report – After reviewing the report and discussion, it was MOVED/SECONDED (Janet/Betty) to accept the report. The motion was APPROVED.

Director's Report – The Director's report was reviewed. It was noted that the number of downloadable books continues to increase. A donation has been received from Johanna and Tom Chase, Northwood residents. The Secretary will send a note of thanks to the donors.

Expenditure Report – The monthly Expenditure Report was reviewed. *The Director and President will work to complete the paperwork required to convert the Director from an hourly employee to salaried.*

TRUSTEE BUSINESS

Library Policy Review – It was determined that a work session was needed to take the time needed to look at the policies needing review (Exterior Sign, Challenges, Visual Media Policy). *It was suggested that Board members review these policies before the work session scheduled for Tuesday, May 30, 2023 at 9:00 AM.*

Personnel Policy Review – The President contacted the town and obtained contact information for the Town's attorney, Naomi Butterfield at the Mitchell Municipal Group in Laconia. The Director will send the attorney information about the project we have and questions about the estimated time it will take.

Trust Funds – It was determined that we have not received the letter that we usually receive from the Trustees of Trust Funds outlining how much money is available to the library from the various trust funds and what they can be used for. We were told by a trustee of those funds at an earlier meeting that we can locate that information on the current MS-9 that is submitted to the

State and posted on-line. We have been unable to locate the current MS-9 posted on the Town web site. *The President will contact the Trustees of Trust Funds.*

Non-Resident Fee – This fee has been \$20.00 for many years. At the NHLTA conference, a quick survey of about a dozen towns of varying sizes showed that fees ranged from \$0 to \$75. After discussing the pros and cons it was suggested that our fee should be increased to \$30. *A public hearing at our next meeting on Friday, June 9, 2023 will be held to receive public input on this fee increase.*

Software – Discussion was held on which software to purchase for the Board Treasurer’s laptop. After discussion, it was MOVED/SECONDED (Janet/Betty) to purchase Quicken to download to the Treasurer’s laptop. The motion was APPROVED on a vote of 2 to 1.

Trustee Treasury Reports Review – A discussion took place after the Board reviewed the Treasurer’s report that was submitted to the Town’s auditors prior to review by the Library Board.

OLD BUSINESS

Computers – The Purchase Order for the second Board computer was signed. Also, the Director outlined the costs for new security software. The cost for this will come from line 4432 Contracted Services in the Library budget.

First Amendment Audit/Visual Media Policy – *These subjects will be included in the policy work session on May 30.*

Memo of Understanding – We have asked to be on the Board of Selectmen’s agenda on May 23 to discuss this item, the library’s broken water system and spraying the knot weed.

New Hampshire Library Trustee Conference Update – The entire Board along with Alternates attended the NHLTA Conference and reported that the various sessions attended were great. Highlights of several sessions were reviewed.

Sign Standard Operating Procedure – *This will be included in the May 30 work session.*

Water System – *This subject will be included in the May 30 work session.*

NEW BUSINESS

Bryant – The Director received a phone call from Sandy Priolo of the Northwood Historical Society (NHS) re: Applying to have the Bryant Library on the NH Preservation List. The Board thought this was worth looking into. This will be discussed at our June meeting and the Director will obtain information about that process for that meeting. Janet and Margaret volunteered to work on the project if it is determined we should move forward.

The Director also reminded the Board that it is time to review the MOU with NHS. *The Director will send the MOU to the Board.*

Insurance – At least one staff person is pursuing their ability to purchase health insurance through the Town program. It was also suggested that they look into availability through ACA.

OTHER BUSINESS

Staff Questions – The Director brought a staff-wide personnel issue to the Board. After a long discussion the Board determined that any staff member with questions contact the Town’s human resources officer. The issue is causing problems as staff take their earned leave time.

Board Signatures for Purchase Orders – The POs were signed at other points in the agenda and are indicated in these minutes. One other PO was signed for the purchases through the United Way Grant.

Evaluation – *The Director will complete her part of her evaluation and pass it on to the Board President. They will also be getting the paperwork completed for the Director’s personnel status change. The Board will review the evaluation at the 5/30/23 meeting.*

Inforce911 system at library – Included in the library budget under contracted services is \$1800 to pay for this service which does not require a phone call to contact 911. The library staff recently determined that the system doesn’t work at specific times. The specifics are not reflected in these minutes in order to maintain security. But if the issues are not resolved, we may be cancelling the service and seeking a refund for the balance of the contract.

The meeting was adjourned by consensus at 12:10 PM.

Future Dates to Note:

June 9, Friday, 6:00 PM – Grano Children’s Program: **On the Road and On the Trail with Kids** presented by author Dan Szczesny

Summer Reading Program: Theme is **All Together Now**. Details to come.

June 24, Saturday, 3 to 7 PM – Library craft table and summer reading registration sign up at June Jam.

July 29, Saturday, 12 noon – Library and Recreation sponsored program, **Lindsay and Her Puppet Pals**, as part of Northwood’s 250th Celebration