

Northwood Libraries
Board of Trustees meeting 5/9/25
Final

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

A motion to call the meeting to order carried unanimously at 9:06 a.m.

April Minutes

- Trustees reviewed and approved April minutes
- Discussed adding “Approved” designation to final versions
- Will use Google Docs to edit and comment on future drafts

Treasurer’s Report

- Beginning balance: \$15,608.69
- Ending balance: \$15,912.88
- Two major purchases: petty cash replenishment and laser printer
- Heavy donation month
- Laser printer and toner purchase: \$284.98
- Book purchase from Master Gardeners donation: \$245.03

Director’s Report

May 2025 Report

- April computer tally: 59 patrons (increase due to tax season usage)
- April Downloadable Audiobooks: 797 items
- April circulation: 1,215 items
- April new patrons: 15
- Total registered library card holders: 1,144
- YTD numbers for each category
 - Director will add year-to-date totals for computer usage, downloadable books and other monthly metrics in future reports

Meetings

- May 9 – Trustee Meeting 9:00 a.m.
- May 19 – Friends Meeting 4:00 p.m.
- Library closed May 24-26 for Memorial Day

Programs

- Trivia Night had 22 attendees despite thunderstorm
- Choco Taco event well-attended with approximately 30 people
- Regular programs continuing: Story Time, Book Discussions, Writers Groups
- Friends of the Library sponsored Trivia Night event with donations accepted

Gifts

- Strafford County Master Gardeners Association donation
- Pete Conrad donated books

Expenditure Report

General Fund Expenditures and Co-encumbrances

- Expended about 30% of total budget through April, consistent with expectations for one third of the year.
- Highest percentage of total allocation spent (59%) was in dues category, reflecting one-time yearly payments
- Book orders are notably less than one third, at 19%, a prudent approach given uncertainties caused by the default budget
- Additional funds may be available through trust funds.

Trustee Business

Budget – Expenditure Reduction

- Need to reduce expenditures by \$17,003 due to default budget
- Identified potential savings of \$10,364 from:
 - Substitute wages (\$7,406)
 - Contracted services (\$1,539)
 - Equipment purchases (\$1,000)
 - Programs (\$825)
- Any reductions will have consequences. Will hold budget work session May 29 at 9 a.m. to address issues created by the default budget.

NHLTA Spring Conference

- Keynote focused on book censorship and challenges
- Sessions included library trustee laws and conflict management
- Discussion of parental rights and book access policies

Old Business

Bryant Library

- Furnace ran out of fuel (needed 245 gallons)
- Building inspector restarted system and cleaned tank
- Increasing cracks in walls and ceiling noted
- Need for monthly building inspections
- Historical Society agreement review needed

Chimney

- Outside repairs completed and leaks have stopped
- Flue lining still needs replacement
- Will add to project list for review

IMLS/State Library Updates

- Received partial allotment of \$764,572
- Preliminary injunction granted in IMLS case
- Librarian of Congress dismissed

Lift

- Town discussing lift replacement at next meeting
- Building inspector favors Strafford company proposal

New Business

Energy Audit – Bryant

- Limited incentives available due to minimal usage
- No water/restroom facilities
- Will review recommendations for project list

Informational Bulletins

- Will implement one-week period for board review and approval
- All trustees to confirm review even if no changes
- Approved bulletins to be posted on website and newsletter
- Bulletin #2 text was reviewed, accepted unanimously and will be posted.

Insurance Meeting

- Monday, May 12 at 10 a.m.
- Switching to School Care insurance with uncertain effects
- Library opening delayed until 12:30 p.m. that day

Shirefest

- Medieval renaissance fair planned for August 16
- Partnership with Barnstead Library with plan to include more libraries
- Budget request forthcoming
- Considering closing library that day

Staff Compliment

- Received written compliment for Catherine and Diane
- Grandmother praised welcoming atmosphere and craft activities
- Will maintain folder of positive feedback

Volunteer Request

- Coe-Brown Student approved to continue community service hours
- Has previous experience cleaning books and shelving
- May help with Renaissance Fair preparations

Other Business

- Building birdhouse program planned with Mr. Bob
- Town assessor referring people to library for computer access
- Lafayette Tour reenactment scheduled for June 22

A motion to adjourn the meeting carried unanimously at 11:08 a.m.

Action items

1. Budget Work Session scheduled for May 29 at 9 a.m.:
- Address \$17,003 reduction needed due to default budget
CML Trustees and Library Director
2. Thank you letter to Pete Conrad for book donations
Secretary

3. Trustees to review draft Informational Bulletins within one week of receipt

- Respond by “reply all” with approval or changes
- Confirm review even if no changes suggested
- Goal of a monthly bulletin following the trustees meeting

CML Trustees

4. Consider library closure for August 16 Shirefest event

CML Trustees

5. Follow up with Katrin Kasper regarding solar funding proposal status

Library Director

6. Review Bryant Library project list when distributed

- Assess building cracks and maintenance needs
 - Why was fuel tank empty despite automatic refill setup with Irving?
 - How did mini-splits get shut down?
 - Confirm who is responsible for regularly checking the building and utilities and insuring fuel supply and electric service.

- Review Northwood Historical Society agreement

CML Trustees and Library Director