**Library Board of Trustees APPROVED**

**Minutes of the Board Meeting**

**Chesley Memorial Library, Northwood**

**Friday, September 9, 2022**

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 Chair called the meeting to order at 9:08 am.

**Minutes –** Minutes of the August 9, 2022 Board meeting as written were Moved/Seconded (Pat/Betty) and Approved as corrected to indicate that APPROVED COPY WILL BE EMAILED TO THE TOWN ADMINISTRATOR BY THE LIBRARY DIRECTOR.

* Minutes of the August 18, 2022 Budget Work Session as written were Moved/Seconded (Pat/Betty) and Approved.

**Treasurer’s Report –** Pat noted that there had been a bounced check with associated fees. Donna will contact the check writer. *Pat will contact the bank to inquire about the interest the accounts are receiving; no Grano account statement received; and getting statements electronically.* The report was reviewed and accepted.

**Director’s Report –** This report was reviewed. Library Director Donna noted that a wonderful painted children’s “totem” has been donated by Viena Dow. It was Moved/Seconded (Janet/Pat) and Approved to accept this gift. *A thank you will be written to the donor by the Secretary.*

**Expenditure Report –** The Salary line is still in good shape but will be watched carefully as the year-end approaches. Electricity expense for August, with increased AC usage, was more than $100 more than July but not as high as the same month a year ago.

**TRUSTEE BUSINESS**

**Bylaws –** A review of the Library Trustee Bylaws was made. Edits, updates and changes were made. References to out-of-date resources will be deleted and *Janet will search for attachments that were not attached; as well as an RSA reference to email usage and the deadline for availability of minutes*

**Donations/Petty Cash –** Discussion of the Procedures and timing of handling of these funds took place. For the next month, Donna will scan in the “end of the month” purchase log, along with the receipts for that log and will send to Pat so that the treasurer can verify the amount needed to reimburse Petty Cash. *Increasing the Petty Cash amount will be discussed next month.*

**OLD BUSINESS**

**Budget –** Another Budget Work Session will be held on Wednesday, September 14 at 9 AM at the library. *Donna distributed handouts that members should bring to the work session.*

**Cybersecurity –** Donna asked library members of the entire state listserve for any policies in place on this subject. It seems that no library has such a policy. The “What to do” poster will be provided to staff and board members. The technical information on cyber incident response is being reviewed by the appropriate staff member. *Donna will contact Back Pay for input into Primex overview of what to do.*

**Grano Children’s Initiative –** We will be contacting Mr. Grano in the near future for about using some of this funding for a TV stand and smart TV to use in programming and also for future programming ideas.

**NOTE:** Following the meeting, Janet informed the Board and Director that the NHLTA has chosen our nomination of Mr. Grano to receive the NHLTA’s 2022 SPECIAL LIBRARY SERVICES CONTRIBUTION AWARD. Arrangements are in the works to set up an award ceremony.

*Later this fall, after reviewing historical documents, Janet will draft an email for Donna to send to Mr. Grano outlining the Boards understanding of the program parameters so that in the current “Post Covid” era we can plan for future programs. We will also explain our confusion of future funding for programming. Is funding on a quarterly or yearly basis?*

**Knotweed –** *The Town verified that it will be spraying for this noxious weed on the library grounds.*

* *Donna contacted Prescott Towle and he will spray later this fall.*

**Stafford Act of 2011 –** Donna has found some references to the FEMA acclimation that libraries are an essential community service. *Donna will speak to Bob Young, Northwood’s Emergency Services Director, to help verify this fact.*

**Tree –** The town is still looking for a contractor to cut down the dead trees that threaten the library parking lot. *Donna will point out at the next Department Head meeting that the current drought is stressing trees and making it easier for them to topple unexpectedly.*

**Trust Funds –** Janet gave an overview of what her research has uncovered on how we should be receiving trust fund interest/income from the trust funds held by the Trustees of Trust Funds. She and Karen have developed a letter to send to the TTF. *A hard copy of the letter will be mailed via Certified Mail to the TTF at their PO Box, with the letter also being sent in an email to the three members of the TTF.*

**NEW BUSINESS**

**Avantage/Hoopla –** Donna researched these resources for e-books/pay for view movies respectively to include in the budget but the costs were prohibitive.

**Staffing Updates –** A lengthy staff absence is anticipated in the near future and the requirements for the return were discussed.

*As of October 3, the Library will be closed from 11:4 am to 12:30 pm, Monday through Thursday until further notice. The closure is due to the default budget as well as staffing shortages.*

**Water System –** *Donna will ask the Town Administrator where the Town stands on fixing the system per our maintenance agreement.*

* *If no answer is forthcoming, we will ask to be on the Selectmen Agenda for*

*September 27.*

OTHER BUSINESS

**Upstander Program –** CML and the Northwood Congregational Church (NCC) are partnering to introduce the Upstander Program to our community. Flyers have been posted. A related book discussion on the book “Braiding Sweetgrass” will be held in October. Donna will be leading that discussion.

**Open House –** An Open House at CML will be held on Saturday, September 17 between 10:30 and 12:30 PM. Library card sign ups and the Library of Things will be the highlight. Invitations have been sent to the Board of Selectmen and the Budget Committee. An invitation will also be sent to the School Board.

**Book Challenges –** The Board and staff will get together on November 7, from 5 to 6 pm for a work session to prepare for challenges to the collection.

Upcoming events

9/14 – Board of Trustees budget work session, 9 AM, CML

9/17 – CML Open House, 10:30 – 12:30, CML

The meeting was adjourned by consensus at 12:33 PM.