

**Northwood Libraries
Board of Trustees
MINUTES
Board Meeting
Friday, February 9, 2024**

APPROVED

Attending: Betty Smith, Chair; Pat Vaillancourt, Treasurer; Janet Story Clark, Secretary; Irene Kreider, Alternate; Karen Riley, Alternate; Donna Bunker, Library Director. Guests: Glen Drolet, Northwood Chief of Police; and Pat Savage, Northwood resident

The meeting began at 9:02 AM.

Chief Drolet had been invited to talk about our proposed Visual Media Policy and what impact it would have should proponents of First Amendment “audits,” sometimes called agitators, arrive at the library. The Library Director explained how the staff has ongoing training and practice and that a notebook with the policy, forms that could be required, etc. has been developed. After interesting discussion, the Chief suggested that we run our new draft policy by Primex insurance to see if it passes muster, and then, if necessary to show it to the Town’s attorney for their opinion. The Director will follow-up.

Minutes – After discussion and corrections, **it was MOVED/SECONDED** (P. Vaillancourt/B. Smith) and **APPROVED** to accept the minutes of the January 12, 2024 meeting.

Treasurer’s Report – Pat V. shared the information she has gathered to present to the town auditors for the audit. The treasurer’s reports for the Trustee Treasury and Grano Grant accounts were reviewed and discussed. Pat reported that she will not be available from February 14 – 21. She has made the appropriate arrangements so that financial transactions can take place as necessary.

Director’s Report – The report was reviewed and discussed. It was noted that 1,111 books were circulated during January, the highest amount in 3 months. A total of eight public programs will take place during February.

Expenditure Report – This report will not provide us with accurate figures until the 2024 budget is finalized in March.

TRUSTEE BUSINESS

Budget – Patrons have reported that they feel residents are in favor of the town budget and have heard the often-repeated message that if the town is to retain and obtain qualified staff, we must pay them adequate salaries and town buildings and equipment must be maintained. Feedback on the warrant article to make the Assistant Librarian position a full-time position has been positive, also. Discussion also focused on the lack of media outlets (newspapers, either print or on-line) to communicate with residents. The Director said she would ask Senior Café participants how they

obtain local news. Do they use the internet? Email? Facebook? Other? She will also talk with the Friends with ideas.

Library Policy Review – As suggested by Chief Drolet, the Library Director will ask Primex to review our draft Visual Media Policy.

Trust Fund Reimbursements – Our inability to obtain items that are back-ordered has impeded our ability to obtain all of the documents now required by the Trustees of Trust Funds to obtain trust funds available to the library. The Library Director will now obtain an estimate for large print books to update our small collection up to a total amount of \$4,800 to come from Trust Fund income earned over the years. Once the estimate is received, the process we must follow to fulfill the TTF's requirements will continue, to include making a detailed motion and recording it in our meeting minutes and much more.

OLD BUSINESS

Assistant Librarian Warrant Article – This item was discussed during the budget discussion above.

Friends/Staff/Trustee Breakfast – This event will take place at Chesley Memorial Library on Saturday, February 17 starting at 8:30 AM.

Library Project List – Northwood's new building inspector, Devin Haley, visited the library recently to become familiar with the building and our Project List, including the French drain at the main entrance and recent leaks into the "crawl closet" in the kitchen, ductwork, ceiling leak around the chimney, window conditions, etc.

Open House – The Friends are planning an Open House prior to the March elections to showcase all that the library offers to residents of all ages.

Staff Vacation Time – Betty Smith will contact the Town Administrator to follow up on this issue.

NEW BUSINESS

Copier – The 5-year lease on the library copier ended in 2023 but because the company was sold recently, no contact was made after the lease ended. The director was provided with details for a new, 3-year lease, for the same machine, for \$93 per month. A new lease for a new machine will cost \$160 per month. This was not a budgeted item in the library's 2024 proposed budget. The Board asked the Director to find out if the Town has a copier contract.

Water – This item pertains to the leak at the front door that was discussed under the Library Project List above.

OTHER BUSINESS

Parking Lot/Sidewalk Winter Maintenance – The first winter storm showed that we still are not being plowed/shoveled early enough to provide safe access for our employees and patrons safety. This was discussed at a Town Department Head meeting and when the next storms

occurred, the work was done early enough so that the parking lot and the building could both be safely accessed.

The meeting was adjourned by consensus at 11:54 AM.

Respectfully submitted,

Janet Story Clark

Secretary

Future Dates:

March 8, 9:00 AM – Library Board of Trustees Meeting at Chesley Memorial Library