**Library Board of Trustees APPROVED**

**Minutes of the Board Meeting**

**Chesley Memorial Library, Northwood**

**Friday, December 9, 2022**

Attending: Betty Smith, Chair; Pat Vaillancourt, Treasurer (joined the meeting after the start); Janet Story Clark, Secretary; Irene Kreider, Alternate; Karen Riley, Alternate; Donna Bunker, Library Director

The meeting began at 9:06 AM.

**Minutes –** Janet thanked Irene for taking the minutes last month in her absence. It was Moved/Seconded (JS/BW) and approved to accept the minutes as written*. Janet will send Approved minutes to all.*

**Treasurer’s Report –** After discussion it was determined that some corrections needed to be made. *Pat will make the corrections and send new reports.*

**Director’s Report –** Donna reported that the most recent program made possible through the Grano Children’s Initiative was very well attended. A naturalist from the Harris Center presented the program and copies of her book were available for sale. People loved the program.

**Expenditure Report –** The report was reviewed and discussed. It was noted that our purchasing had been frugal this year in the event that certain areas (heat, electricity, covering the cost of the 3% COL increase, etc.) required moving of funds between lines to cover increased expenses. Funds in several areas will be encumbered before year-end.

**TRUSTEE BUSINESS**

**Bylaws –** Changes and edits to several areas in the Board of Trustees Bylaws were reviewed and more changes/edits were made. It is anticipated that the amended Bylaws will be voted on at the next Board meeting on Friday, January 13, 2023.

**Policy Review –** We have been unable to obtain a list of NH attorneys who are familiar with NH library law who could review our library Policy document**.** *Donna will contact one more option that came up during discussion.*

**Trust Funds –** The Board discussed the letter from the Northwood Trustees of Trust Funds in response to our letter to them. *Janet will draft a letter for Betty to send to the TTF bookkeeper (with copies to be sent to the other 2 TTF members and to our Board members).*

**OLD BUSINESS**

**Book Challenges –** Janet asked Donna how books are chosen to purchase for the library. Donna explained that she looks at professional reviews and recommendations. In the CML Policy document see Material Selection Policy.

**Budget –** The major topic of discussion was the two library-warrant articles as the Board feels that the draft wording that has been proposed by the Board of Selectmen does not make it clear Library Board proposed adding 5 hours per week to each position, making them full time positions with benefits. *Donna will contact the Town Administrator to find out how the wording of the articles can be “corrected.”*

**Carpets –** The funds in the current budget for carpet cleaning will be encumbered so that the cleaning can be done after the broken water system is repaired.

**Cyber Security –** The new cybersecurity enhancement will be started when the new computers arrive.

**Grano Children’s Initiative –** In an email received by Donna from Mr. Grano, he stated, “I will resume payments in 2023.” This information will be relayed to the Friends of the Library at their next meeting. Mr. Grano stated that he would not like his funding to be used to purchase the TV and rolling cart.

**Mission Statement –** Donna shared a document with examples of Mission Statements from area libraries. We will continue this discussion at the next meeting.

**NEW BUSINESS**

**Holiday Party –** Donna informed the Board that the Town Employee Holiday Party will be held on December 22 from 12 noon to 1:30 PM*. The Board authorized closing the library from 11:45 AM to 1:45 PM so that Library staff can attend the gathering.*

**Income Generating Equipment –** Donna will poll some of the SILC libraries re: income generation vs donations.

**Library Connection Project –** Donna was contacted by the Capital Area Public Health Network, an initiative of the Granite United Way about this project. There is funding available for the capital area’s 23 libraries and we have been encouraged to apply. Donna is developing a couple ideas and will submit applications for funding.

**Weekly Report –** The Board of Selectmen are looking for weekly reports from town departments. *The Library Board of Trustees emphasized that the Library Report that Donna submits to the Library Board will be the report submitted to the Selectmen.*

**OTHER BUSINESS**

**Future absences –**

* Pat informed the Board that she will be unavailable later this month. Arrangements were made to make the checkbook available if needed.
* Donna will be on vacation from Monday through Saturday, Dec. 12-17

**T-shirts –** Library staff members have been discussing getting t-shirts. They need to know #s needed and sizes before an order is placed. *The Friends will be asked if they are interested.*

**Locks –** There has been a lot of staff turnover in the last few months, along with a key that was lost recently. *The Board authorized the Library Director to get the locks changed.*

The meeting was adjourned by consensus at 12:36 PM.

Future Dates:

* Dec. 24, 2022 – Monday, Jan. 2, 2023 – Library CLOSED
* Jan. 11, 2023 – Town Budget Public Hearing, Town Hall, 6 PM
* Feb. 4, 2023 – Town Deliberative Session (usually held at Northwood School at 9 AM)