**Library Board of Trustees APPROVED**

**Minutes of the Board Meeting**

**Chesley Memorial Library, Northwood**

**Friday, February 10, 2023**

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

The meeting was called to order at 9:00 AM.

**Minutes –** After discussion, it was Moved/Seconded (Pat/Betty) to approve the January 2023 minutes with corrections. APPROVED. The approved version will be distributed.

**Treasurer’s Report –** After discussion, it was Moved/Seconded (Janet/Betty) to accept the Treasurer’s Report. APPROVED.

**Director’s Report –** The format of the monthly activity report was discussed. A note will be added to the report to indicate mandatory closure dates to help explain why numbers may be higher or lower in certain months.

 The Director also distributed a list of proposed 2023 holiday dates that the library would be closed. In addition to dates such as Presidents’ Day on 2/20 and Memorial Day, the budget this year may result in the need to close during the week of the 4th of July and the week surrounding Christmas. If the default budget is approved this year in March, we will have to evaluate how that will impact the library budget as the year progresses. *We need to revisit this at our March meeting.*

**Expenditure Report –** The expenditure report will be edited in the future to:

* Include encumbrances; and
* Use the end date of the previous month (rather than Period to Date) so that we can track monthly costs rather than an arbitrary date in the current month (for example: for the next Trustees’ meeting in mid-March will cover the month of February with the YTD column covering January and February).

**TRUSTEE BUSINESS**

**Bylaws –** The document “BYLAWS FOR CHESLEY MEMORIAL LIBRARY BOARD OF TRUSTEES was reviewed after final edits and comments were reviewed. It was MOVED/SECONDED (Janet/Pat) to approve the document. APPROVED.

**Petty Cash/Petty Cash Log –** For many years, the library has used any number of “tins” (actual cookie tins) to keep various sources of income separated until deposited for accounting purposes. Pat asked if we could combine the non-resident fees received with one of the other sources of income to cut down on the number of different “tins” that need to be counted every month. However, it was pointed out that a separate accounting of the different fund sources is required.

Pat also suggested that the “Donation” can is not in a secure location and suggested that it be moved to the Director’s office. However, that can needs to be in a visible location so that patrons can add their donations after printing, faxing etc. The director will look into obtaining a more secure, lockable box that can be secured to the front desk.

Pat reported that the Petty Cash Log is working well.

There was discussion about scanning documents to send to the treasurer which was followed by more discussion on how to get the monthly bank statements to the treasurer in a timely fashion. As the statements are physically mailed to the library and addressed to the Board, Donna stated that she is uncomfortable opening mail sent to the board. The Board gave the Director permission to open the statements; black out most of the account number except the last 3 or 4 digits; and then safely scan and send it electronically to the Treasurer. Three was more discussion about obtaining e-statements from the web. *Pat will visit the bank so see how this could be accomplished.*

More discussion revealed that a laptop for the Board of Trustees will be available soon and we need to investigate what software could be used by the treasurer to oversee our funds. *Donna will ask members of SILC what software their boards use.*

The Board will also look into obtaining another laptop for use by the secretary. By both of these officers having library Board-owned laptops, the records they are required to create, maintain and keep will not be on their personal computers.

**Policy Review –** We are still looking for an attorney to review our policy handbook*. Karen has a source she will contact and Janet will email an attorney for input.*

**Trust Funds –** The letter drafted by the secretary was discussed and edited. Janet will create a clean, edited copy and send to Betty. Betty will send it via email to the chair of the Trustees of Trust Funds (TTF), with copies sent to the other TTF members and all members of the Library Board. As the letter now states, a signed, hard copy will be sent to the TTF via mail for their records.

**PUBLIC HEARING –** At 10:15 AM the Chair opened the previously announced Public Hearing as required by law to accept and expend five thousand one hundred eighty seven dollars and fifty eight cents ($5,187.58) from the Granite United Way to purchase furniture for the youth room. It was noted that no members of the public were in attendance.

Director Bunker explained that the grant monies would be used to purchase two armless sofas, twenty “flex” seats and twenty “soft” seats for attendee use during programs. Janet offered thanks to the Capital Area Public Health Network, an initiative of the Granite United Way and to Director Bunker for taking the lead in obtaining these funds to enhance our family-friendly space.

With no further comments, Chair Smith closed the public comment and asked for a motion from the Board to accept and expend $5,187.58 of the Granite United Way funding. The motion was MOVED/SECONDED (Pat/Janet). Roll call vote: Pat V./ YEA; Janet C./YEA; Betty S./YEA. The motion was APPROVED.

The Chair closed the Public Hearing at 10:29 AM.

**OLD BUSINESS**

**Budget/Warrant Articles –** Discussion was held on how to get information to the voters in the next few weeks about the budget and the warrant articles pertaining to the library and ask for their support. Discussion points were created.

Betty will write letters to the editor in The Forum.

Janet will:

* Create a sign for the library asking for patron support at the polls;
* Get costs for mailing a flyer to town residents;
* Along with Betty, ask the Friends to underwrite the cost of the flyer;
* Create the flyer using the discussion points and get it mailed the week before the election.

Irene will distribute the message via Face Book.

**Carpets –** Carpet cleaning has been put on hold, waiting for the water system to be repaired. The repairs still have not happened and so we will now move to get the carpets cleaned.

**Mission Statement –** This item was put on hold and will be on the March agenda.

**Water System –** The Town has heard nothing about this repair and the parts that are needed. The Town may be going back to the beginning and looking for another vendor.

**NEW BUSINESS**

**Alternates –** The three Board alternates terms end on voting day each year. Both Irene and Karen agreed to continue. *Betty will email Margaret to see if she will agree to continue. Donna will write letters to the Board of Selectmen asking that the candidates for Alternates be appointed.*

**Audit –** The Library audit is scheduled for the week of February 27. Betty and Pat (perhaps with Irene, also) will meet to gather all the necessary information. Donna will deliver the information to the Town Hall.

**Bradford Scale –** This personnel-absence scale will be adapted to fit the staffing issues that the library faces.

**Covid Test Distribution –** The library has the opportunity to obtain 100 COVID tests kits at no cost for distribution to staff and patrons. It was MOVED/SECONDED (Pat/Betty) and APPROVED (with one abstention) to distribute the kits.

**Memo of Understanding –** The Trustees will discuss at the March meeting and we will ask that this item be put on the Board of Selectmen’s agenda after the BoS gets settled after elections (early April probably).

**Newsletter/Monthly Report –** Along with the Director’s monthly report, the library’s electronic newsletter will be sent to the Board of Selectmen to inform them of the library’s activities.

**OTHER BUSINESS**

**Library Holidays –** The list of 2023 Holidays for the library was reviewed. For the March meeting, *the Director will look at the budgeted amount for substitutes and determine how far that will go.*

**Vacation –** The Director in formed the Board that she will be on vacation from March 11 through 17.

**Grano Children’s Program –** The next program for March/April will be finalized soon.

**Staff Computers –** The two computers included in the 2022 budget have arrived. These will go to the Director and the Circulation Desk.

The next regularly scheduled meeting of the Library Board of Trustees will take place on Friday, March 10 at 9 AM at the Chesley Memorial Library.

The meeting was adjourned by consensus at 12:34 PM.

**Future Dates:**

February 22, Wednesday – Candidates Night, 6:30 PM, Town Hall

March 10, Friday – Library Board of Trustees meeting, 9 AM, Chesley Memorial Library

March 14, Tuesday – Town and School Elections/Voting, 7 AM to 7 PM, St. Joseph Church