**Library Board of Trustees**

**Minutes of the Board Meeting**

**Chesley Memorial Library, Northwood**

**Friday, July 15, 2022**

Attending: Betty Smith, Chair; Janet Story Clark, Secretary; Irene Kreider, Alternate (appointed to serve as voting member in absence of P. Vaillancourt); Margaret Walker, Alternate; Donna Bunker, Library Director

The Chair called the meeting to order at 9:00 a.m.

**Minutes –** Minutes of the June 10, 2022 were Moved/Seconded (Irene/Betty) and approved.

**Treasurer’s Report –** The report was reviewed and accepted. Discussion followed on the Grano account and how it is used, funds received, etc. If needed, discussion can continue next month when the Treasurer is present.

**Director’s Report –** Donna highlighted the number of new patrons (28) last month, but also emphasized the large number of visits, which more than doubled from 320 in May to

682 in June. The Summer Reading Program is back to pre-pandemic numbers which is very good to see. Attendance at the Senior Café is also growing. It was pointed out that the covering on the basement windows (except the door) is completed.

**Expenditure Report –** The report was distributed along with a detailed email by Donna to the Trustees for approval at our next meeting in August. *This item should be early on the August agenda.*

**TRUSTEE BUSINESS**

**Donation Tins –**  *This item was moved to the August agenda.*

**Library of Things Invoices** – Donna will contact Pat about these needed payments.

**Petty Cash –** *This item needs to be on the agenda in August at Betty’s request.*

**OLD BUSINESS**

**Audit Letters –** Past letters were reviewed and all agreed that the Library has done a good job over the years and the auditors find things every year in many departments where improvement is needed.

**Bryant Library/Northwood Historical Society –** Our agreement with the NHS for use of the Bryant library is overdue for renewal. The agreement is in our Policy Handbook. *Betty will contact Sandy Priolo and ask her to attend our next meeting on August 12. This item will be first on the agenda so that Sandy can leave after the discussion if she wishes.*

**CIP –** The CIP request has been submitted to the Town and includes the generator and solar installation requests. *Reminder to discuss Bryant Library possible needs with Northwood Historical Society.*

**Cybersecurity –** Primex has send documents on cybersecurity to Donna. She is reviewing them. The Town’s computer consultants, Back Bay, is looking at cloud-based back-up and the town is moving to MS Office in the future and moving away from using g-mail accounts because of the lack of security.

**NHLTA –** Janet reported on her email contact with NHLTA and our issue will be presented to the president for possible inclusion on their next meeting agenda. No word has been received yet. Janet will be attending the NHLTA workshop in August on budgets and our issue may be discussed there. Board members are urged to consider attending as budget season is approaching. Janet, Pat and Margaret successfully completed the nomination of Mr. Grano for the NHLTA award. Special thanks given to Margaret for wrapping up the completion and emailing it to NHLTA when Janet became ill.

**Trust Funds –** We wish to have a meeting with the Northwood Trustees of Trust Funds to discuss specific Trust issues and RSA 202A:22. *Betty will contact the TTF to arrange a meeting at a mutually agreeable public location.*

**NEW BUSINESS**

**Northwood’s 250th Celebration –** The Library will be part of the Celebration’s Scavenger Hunt but we can report nothing further or the hunt will be too easy. While discussing the Celebration, the Northwood history book by Joann Weeks Bailey was brought up. The book is sold at the Library but we only have about 10 copies left and there aren’t a lot of other copies around. The rewrite of the History was underwritten by the Friends of the Library. *Donna will add this to her list of items to present to the Friends at their next meeting.*

**Book Return** – The old book return, which the Recreation department wants, has been sitting on our sidewalk now since early spring. *Donna will keep reminding Rec and Chris Brown that it is here and needs to be removed.*

**Budget Update –** All Board members must start thinking about next year’s budget and how to present it to the powers that be. *We will hold a budget strategy meeting on Thursday, August 18, 1PM, at the Library.*

**Correspondence –** Donna read a lovely thank you note from a recent visitor to the Senior Café who thanked all for the experience and thanked the Library for being here for the community.

**Friends Updates –** The staff has again received gas gift cards from the Friends and are very grateful. The Friends also donated three Gibson’s Bookstore gift cards in the amount of $100, $50 and $25 as drawing give-a-ways for those who signed up for the summer reading program. *Janet will send a thank you note to the Friends for the museum passes (reported in the June 2022 minutes) and the gift cards.*

**Grano Children’s Initiative –** Lydia Pinard, a marine scientist, will be presenting a program at the Library in July that ties in nicely with the summer reading program. Participants will receive a certificate that entitles them to a free, subject-related book. The Board has many questions about how the Grano money is received, the requirements, etc. The money flows to the Friends and then on to the library to cover specific Grano program expenses. *Donna will try to write a who/what/when/where/how synopsis of the program requirements for the next meeting.*

**Mask Usage –** The newest COVID variant is reported to be highly transmissible. Donna has talked to the town’s Emergency Management contact about the use of masks in the library. The Board agreed that the library should post a sign at the entrance recommending the use of masks in the library and to encourage mask use by staff wearing masks, also.

**Minutes Requirements, Postings –** Donna is working with the town to have a link from the town’s website directly to our meeting minutes on our website. Our website will only carry approved minutes. As required by law, within five (5) working days, DRAFT minutes will be physically posted at the Library.

**Painting –** According to the town, painting of the library exterior will begin in two to three weeks’ time.

**Pest Control –** A new vendor, who is known well to library staff, presented a proposal for pest control services. It would provide a cost savings. **It was Moved/Seconded (J. Clark/I. Kreider) and Approved to use KD Pest for pest control.**

**Staff Meetings –** Staff meetings will be held on a quarterly basis, but may be increased to every other month if the need arises. Hours will be adjusted, both for the staff and the library, to allow these meetings to be held.

**Staffing Update –** The ongoing shortage of staff at the library recently resulted in only one staff present in the building. This is against policy. The Board emphasized that this is not to occur again. If circumstances mean that only one person is available, then the library will be closed to the public until two staff can be present in the building. This is a safety issue, for the public as well as the staff, and this policy will be enforced.

**OTHER BUSINESS**

**Knotweed –** The knotweed is starting to grow out behind the library. Donna will send note to the town re: spraying as that location has not appeared on recent lists where knotweed spraying will occur.

**Northwood Recreation/Library Activity –** A softball tournament will be held on August 13 and 14 and the Library has been invited to be at the fields to provide some activities for the youngsters present. The Board agreed that two library staff should be present at the fields on Saturday, August 13, between 2 and 4 PM and will have some craft activities available.

**Trustee Policies –** Janet asked if there was a policy handbook for our trustees. While many are aware of the NHLTA Handbook, no one was certain if there was a CML Board Handbook with items such as job descriptions, etc. No one was aware of one [Secretary’s note: following the meeting, Donna found a document titled **BYLAWS FOR CHESLEY MEMORIAL LIBRARY BOARD OF TRUSTEES, DATE ADOPTED SEPTEMBER 14, 2006.** Donna will look for this computer file. If she doesn’t have it, Janet volunteered to rekey it into Word. This will be distributed to the trustees upon completion.]

**Meeting Agenda –** Janet asked if there could be a cutoff date for the Board Agenda so that we would have time to review documents and prepare for meetings. It was also mentioned that the agenda should come from the position of the President, not the Director. There was a suggestion to create the agenda in a google doc that can be shared by all and then everyone could add items to the agenda. This will take time as a learning curve will be necessary for those who don’t know google docs. For the time being, there was general consensus to continue with the current process and to set a deadline for the agenda and its distribution. *The deadline for submitting items for the agenda will be Monday PM the week of the board meeting; the agenda will be distributed the next day, on Tuesday by the close of business.*

The next meeting of the Library Board of Trustees will take place at the Library on Friday,

August 12, 2022 at 9 AM.

The budget work session will take place on Thursday, August 18, 2022 at 1 PM.

The meeting was adjourned by consensus at 11:20 AM.