**Minutes of the Board Meeting**  **FINAL**

**Chesley Memorial Library, Northwood**

**Friday, November, 18, 2022**

Attending: Betty Smith, Chair; Pat Vaillancourt, Treasurer; Irene Kreider, Alternate; Karen Riley, Alternate; Donna Bunker, Library Director.

The meeting began at 9:02 AM.

**Minutes** - Minutes of the corrected October 22, 2022 Board meeting were Moved/Seconded (Pat/Betty) and Approved unanimously.

**Treasurer’s Report** - reviewed and discussed

**Director’s Report** - reviewed and discussed

**Expenditure Report** - reviewed and discussed

**TRUSTEE BUSINESS**

**Bylaws** – Printed copies with suggested changes were distributed for review. Some new suggestions of changes were made. Donna will revise and send the email revised copy. A vote to accept will occur when all trustees are in attendance.

**Policy Review** – A lawyer has not yet been chosen to review our policies. Donna will contact NHLA and NHLTA for recommendations of a lawyer familiar with library policies.

**Trustees of Trust Funds** – A letter to Betty was received from Peter George, Bookkeeper of the Trustee of the Trust Funds. The letter will be reviewed and discussed at our December meeting. Betty will send a letter of acknowledgment to Peter.

**Trustee Reimbursement Form** – Donna created a form to use instead of using emails and presented it for review.

**OLD BUSINESS**

**Budget –** Final Board of Selectmen’s recommendations have not yet been received. The Budget review meeting is December 3, 2022 at 9AM.

**Carpets** – Funds for this will be encumbered and carpets will be cleaned after the water system is repaired.

**Cybersecurity** – Donna will begin the additional coverage with Back Bay.

**Grano Children’s** Initiative – Mr. Grano did not give permission to purchase a TV. He wants the funds to be used only for programming. Janet will be asked to contact the Friends asking them to contact Mr. Grano to inform him that further funds are not being received. Mr. Grano requested that we keep the plaque for the NHLTA award.

**Dead Tree by Cemetery** – No further information is available.

**Water System** – Facilities has arranged to have Chase Water Systems repair the water system. A date has not been set.

**NEW BUSINESS**

**Book Challenges** – A staff meeting/trustee workshop was held. Donna will have staff find an online resource for further training/information.

**Holiday Schedule** – Reviewed and discussed. The library will be closed for a 9 day period from 12/23/22 to 1/3/23. Donna was concerned that the building be checked during this time. She will arrange for staff to come in a few times over that time period to do so. Donna requested permission to close the library for the town holiday celebration if it is scheduled at a time when the library would normally be open. Pat made a motion to close the library at Donna’s discretion in order for staff to attend the town’s holiday party if one is scheduled. Betty seconded the motion. A vote on the motion passed.

**Mission Statement** – This will be discussed at the next meeting.

**OTHER BUSINESS**

Two new staff computers need to be ordered. If there are enough funds two staff laptops will also be purchased. Donna will encumber the funds.

Library staff/trustee contact lists were distributed.

The meeting was adjourned at 11:45 AM.

The next meeting will be 12/9/22 at 9AM.

Respectfully submitted,

Irene Kreider, Library Trustee Alternate.