**Minutes of the Board Meeting**  **APPROVED**

**Chesley Memorial Library, Northwood**

**Friday, October, 14, 2022**

Attending: Betty Smith, Chair; Pat Vaillancourt, Treasurer (via WebEx); Janet Story Clark, Secretary; Irene Kreider, Alternate; Karen Riley, Alternate; Donna Bunker, Library Director; Nancy Johnson, Friends of the Library.

The meeting began at 9:12 AM.

**Minutes –** Minutes of the corrected September 9, 2022 Board meeting were Moved/Seconded (Pat/Betty) and Approved unanimously via Roll Call.

* Minutes of the September 14, 2022 Budget Work Session as written were Moved/Seconded (Pat/Betty) and Approved unanimously via Roll Call.

**Treasurer’s Report –** Pat noted that there hadn’t been much activity during the last month. It was Moved/Seconded (Janet/Betty) and Approved unanimously via Roll Call.

Pat reported on her visit to TD Bank to inquire why we were now receiving interest. She was told that we had been set up as a municipality which they believed was wrong and they switched us to a "non-profit" status. We disagree with this decision. We do not have a 501 (c)(3) status and use the town’s Tax ID number when needed. Betty suggested that the 3 officers arrange to visit the bank again to straighten this out and then we will all be on the same page.

Donna reported that the bounced check from last month has been taken care of by the patron who covered the check and fees with cash.

**Director’s Report –** Donna noted that we had 26 new patrons sign up in September. She also pointed to the October 29 program, “Punkin’ Junkin’,” which will provide attendees with a free pumpkin and lots of “stuff” that can be glued on to decorate the pumpkins. Tim Jandebeur has offered to donate at least a dozen pumpkins. *Janet will send a thank you note to Sandy Priolo, Northwood Historical Society, who donated a large, framed aerial photo showing the library’s location before the Rts 4/43 intersection was created.*

**Expenditure Report –** It was noted that the Total Budget column actually represents the Default Budget total for the year. We are still on track budget-wise to end the year in the black.

**TRUSTEE BUSINESS**

**Bylaws –** This item was delayed until the next meeting.

**Donation Tin –** The procedure for handling funds in the tin will be as follows:

1. A total of $100 will be kept in the tin.
2. When the total goes over $100, two staff members will count the cash and return $100 to the tin.
3. Any funds over $100 will be placed in a secure spot so that they can be counted and deposited in the bank by the Treasurer.

**Petty Cash –** The new procedure is working well and uses less paper. After discussion, it was Moved/Seconded (Janet/Betty) and Approved unanimously via roll call to increase the Petty Cash amount from $100 to $150 per month.

**Legal Policy Review –** After discussion, it was Moved/Seconded (Janet/Pat) and Approved unanimously via roll call that we will have an attorney review the Chesley Memorial Library Policy and Personnel Handbooks.

**Trustees of Trust Funds –** We have had no response to our letter that was sent to the town’s Trustees of Trust Funds on September 16, 2022. The Board asked the Secretary to: 1. Email the letter to the TTF with an explanation that the email was a follow up to our mailing; and 2. Ask for a response by a specific date.

**OLD BUSINESS**

**Budget –** Everyone present, whether in person or virtually, worked together to strengthen our budget presentation to the Board of Selectmen on Tuesday, October 18.

**Cybersecurity –** Back Bay provided Donna with feedback on the Primex document covering what to do in the event the computers are hacked. They feel it’s a good document to follow. They also have a program, MDR, which is an advanced cybersecurity program. It costs $4 per month per staff computer. Our cost would be $16 per month. An additional $16/month to enhance cybersecurity to begin as soon as possible was approved.

**Grano Initiative --**  After discussion it was determined that:

1. Donna will email Mr. Grano to see if we can use some of the grant money to purchase a TV and rolling cart to use for programming.
2. Janet will contact the Friends to ask them to contact Mr. Grano to define his gift, frequency, requirements, etc. NEED TO CLARIFY THIS.
3. We also need to ask Mr. Grano if he wants the plaque received from NHLTA or would a photo suffice.

**Dead Tree by Cemetery –** Donna will send an email to the town to remind them that it’s still standing and is due to be removed.

**Water System –** Donna has new information looking back through old files. Dating back to 2005, there have been problems leaks in the water system, one of which cost thousands of dollars to remediate. Then in 2016, the gasoline contaminants (MTBE) from the Shell station showed up in the water. Donna will send an email to Janet and CC: all with list of damage and expenses from previous flooding episode after burst pipe.

**NEW BUSINESS**

**Calendars --**  Meetings, such as the Library Board meetings, will be added to the calendar.

**Carpets & Window Cleaning –** After discussion, it was determined that the carpets should be cleaned but windows will be done next year if the budget permits.

**Contact List –** The contact list was passed around so that emails could be listed and info updated.

**Trustee Reimbursement Form –** hold until next meeting.

**Water Sampling Results Letter –** Results will be received by both email and a mailed hard copy.

**Warrant Articles –** There will be no library-related warrant articles re: the generator or solar array for the coming year.

**Winter Maintenance –** With the problems we’ve had in getting our parking lot plowed and sidewalks shoveled in a timely manner, it was determined that the Library Director will determine the status of the lot and sidewalks, and, in consultation with the Board President or her designee, will decide if the library can safely open or not.

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

**Please note that the next meeting will be held on Friday, November 18 as the 2nd Friday is a holiday and the library will be closed.**