

**Library Board of Trustees
Minutes of the Board Meeting
Chesley Memorial Library, Northwood
Friday, June 9, 2023**

APPROVED

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

The meeting began at 9:06 AM.

Minutes – It was MOVED/SECONDED (Pat/Betty) to accept the minutes of the May 12, 2023 Board meeting. Following discussion and corrections, the motion was APPROVED.

Treasurer’s Report – It was MOVED/SECONDED (Janet/Betty) to accept the report. Additional information about the voided checks was explained by the Treasurer. Grano Account check #109 was voided as it was written on the wrong account. Library Board of Trustees Account check #1401 was voided as it was written out of sequence. The motion was APPROVED.

Director’s Report – The report was reviewed. Downloadable book numbers continue to increase and the list of clubs, programs and services was reviewed. The secretary will write a thank you note to Susan Lombard for her donation of keyboard/mice assortment.

Expenditure Report – The report, covering the first five months of the year, was reviewed.

TRUSTEE BUSINESS

Library Personnel Policy Review – We reviewed the Personnel Policy and the comments and suggestions from the Town’s attorney. Work began on edits until it was determined that more time would be needed. *A work session was set up for Thursday, June 22, 2023 starting at 10 AM.*

PUBLIC HEARING – At 10:00 AM, the Board announced the beginning of the previously posted Public Hearing to hear any comments about increasing the fee charged to non-residents to become a patron of the library. No members of the public were present. It was MOVED/SECONDED (Janet/Pat) to increase the yearly fee for non-resident library patrons from the current amount of \$20.00 to \$30.00. The vote passed on a vote of 3-0. The Public Hearing was closed at 10:06 AM.

The regular monthly meeting of the Library Board of Trustees resumed.

Petty Cash – A discussion was held about the various expenses covered by petty cash, which is funded from the CML Trustee checking account. For instance, expenses for programs, such as the toppings and other ingredients for “Choco Tacos” in May, are bought with petty cash, even though there is a line in our budget (#4900) for Programs, which includes funds for program expenses. The Trustee checking account is not reimbursed for these funds. Moving forward, the

Director and Treasurer will develop a form/spreadsheet to ID the budget category of each item bought with petty cash. This will be used for future budgeting purposes.

Trust Funds – The final 2022 MS-9 which can provide us with some Trust Fund details, was posted on June 1, 2023. We will wait until our July meeting to see if we receive the Trust Fund Trustees letter providing us with a breakdown of the library trust funds as they have done in the past.

Software – A security upgrade has been made on staff computers and 3 laptops. The Board secretary and treasurer laptops need to be returned to the library so that each can have Internet set up on them and Quicken can be purchased and downloaded onto the treasurer laptop. *Janet and Pat will return their computers and work with Abigail to complete these steps.*

Trustee Treasury Reports Review – There was nothing further to report on this subject.

OLD BUSINESS

Bryant – Discussion was held on the Board’s overseeing of this building. It was determined that we should apply to get the building on the NH Register of Historic Buildings. Donna will pull the files on Chesley Memorial for this listing and Janet will review and start the process. She will call for assistance when it’s time.

At the July Board meeting, we will review the current MOU that we have with the Northwood Historical Society. The MOU was emailed to the Board on May 20, 2023.

Computers – This topic was discussed above in the Software section.

InForce911 – It was MOVED/SECONDED (Janet/Pat) to cancel this service based on its inability to provide the promised service. After discussion, the motion was APPROVED. The Library Director was given approval to work with Capital Alarm/Security up to the dollar amount in the budget.

Memo of Understanding – Following our meeting with the Town Select Board, the section on “Windows” will be edited to reflect annual cleaning, and the word “mandated” will be changed to “regulatory.” Director Bunker will email the Town Administrator to also edit the name of the MOU from Chesley Memorial Library to Northwood Libraries as we are the Trustees over both buildings.

Water System – At the Town Select Board meeting, we also discussed the water system. We were informed that it can’t be repaired and the work will be rebid to replace the system. No timeline was provided.

NEW BUSINESS

CIP – The Director reminded us to expect notice from the town soon to provide any projects needed to be added to the Town’s Capital Improvement Plan. Two projects for the library added last year were: 1. A generator, and 2. A solar array. After discussion, we recommend adding a third project to the list to replace the current, 20+ year old accessibility lift for which parts are no longer available.

Knotweed – The town’s contractor for this nuisance weed, which has made our downstairs exit nearly inaccessible in the past, has contacted the Director and came to look at the area. They will be spraying later in the season. According to the MOU with the town, exterior maintenance of the grounds is a town responsibility so the town should be contacting the abutter at the former Susty’s Café property to discuss the issue. This is not a library responsibility.

Lawn – A large (approximately 1’ x 2’), deep (at least 1’) hole in the lawn between the book return box and the parking lot entrance has opened up. It contains wiring to the stop lights and is the responsibility of NH DOT. Donna contacted Northwood DPW earlier this week, but the hole is still open. The Library Board is concerned about the town’s liability if anyone should be injured. The town’s DPW supervisor was contacted and we were informed that while it is the State’s responsibility to repair the hole, the town was on the way with a temporary cover and an orange warning cone. (Note: by the end of the meeting the hole was covered and cone in place.)

OTHER BUSINESS

Museum Passes – The Director informed the Board that our three local passes (Children’s Museum of NH, Seacoast Science Center and Squam Lakes Center) were up for renewal. In the past, these passes have been paid for by a donation, but this year we are unsure if that will be the case. This year, the Director will use budgeted funds to cover the costs of the specific passes listed above.

Ukelele – After discussion, the Board determined that the request to provide a space for an ongoing ukelele workshop could not take place at the library because our space is inadequate for the purpose. The Director will provide the contact person with other options in town, such as the Community Center. The Board expressed an interest in having the group provide a concert at the library.

The next Board meeting will take place on July 14, 2023 at the Library, starting at 9:00 AM.

The meeting was adjourned at 12:30 PM by consensus.

DATES TO REMEMBER:

June 24, Saturday – Summer Reading Program Kickoff @ Rec. Dept’s **June Jam**, 3:00 to 7:00 pm.

July 14, Friday – Library Board of Trustees meeting, 9:00 am.