

**Library Board of Trustees
Minutes of the Board Meeting
Chesley Memorial Library, Northwood
Friday, July 14, 2023**

APPROVED

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

The meeting began at 9:00 AM.

Minutes – It was MOVED/SECONDED (Pat/Betty) to accept the minutes of the June 9, 2023 board meeting as written. The motion was APPROVED.

Treasurer’s Report – It was MOVED/SECONDED (Janet/Betty) to accept the Treasurer’s Report. The motion was APPROVED.

The Library Director reported that an invoice has been sent to the town for attorney’s fees related to reviewing the library’s policy handbook. The total of \$220 will be taken from the Library’s budget.

Director’s Report – The President reported that she had received an email from a Selectman asking for clarification on staff pay received the week the library was closed, including the July 4 holiday. The President responded to the Selectman that the staff did not receive double pay for the holiday.

The Director highlighted the June circulation figure showing an increase of more than 300 items over the previous month.

The Director reported that the staff is evaluating the summer craft sessions, as attendance has dwindled the last two years.

The popular Teddybear Sleepover will take place on Friday, July 21 at 6:00 PM.

Expenditure Report – This report was reviewed and the library looks to be on target for the first six months of the year.

TRUSTEE BUSINESS

Library Policy Review – The Library Director reported that the subject of First Amendment Audits, in which a person enters a public or limited public forum building (as a library is defined) and takes a video recording of the area, including staff and public individuals, was discussed at the most recent town department head meeting. While we have been focused on our library policy for such an event, it is happening in many different public areas. At the department head meeting, the Town Administrator made a presentation. In the discussion that followed, the Library Director explained that libraries are described as “limited public forums” and as such staff work areas (computer screens, etc) can not be “photographed” as information is confidential and patrons, especially children, require special “handling.” This information is based on training and printed material received by the Library Director from various sources. The Police Chief disagreed and emphasized that the filming is covered under the First Amendment. It was determined that we would invite the Chief or his designee to a future board meeting to discuss

this issue and Donna will try to find a library official who knows the subject matter and who will join us..

Personnel Policy Review – Changes/edits were made. These will be distributed to the Board for discussion/approval at the next meeting.

Petty Cash – The director shared a new form containing a column for budget line numbers so that expenses can be distributed to the correct budget line.

Trust Funds – Discussion followed on the recent email with new requirements from the Trustees of Trust Funds. The Library Board determined that we would make a request to the TTF for income funds available from specific Trust Funds. The monies requested were taken from the MS-9 for 2022 and posted on the Town’s website in June 2023 (as suggested by Mr. Ted Wilkinson, TTF, when he attended our Board meeting earlier this year. All of the requested funds will be used to purchase books as specified for each fund by Mr. Peter George, TTF, in his last letter to the Library Trustees that was forwarded to the Library Trustees by Mrs. Betsy Colburn, TTF, via email on March 14, 2022. No letter with updates has been received in 2023 as of the date of this Library Board meeting.

The Library Board agreed unanimously to accept the Library Director’s recommended purchases, using the requested trust funds’ income, for large print books and audio books.

The Library Director reported to the Board that she had been contacted by Dale Parsons, brother of Alfred Parsons for whom a trust fund was established many years ago. Mr. Parsons had several questions and Donna replied but has not heard back from him at this time.

Software – After discussion, it was MOVED/SECONDED (Janet/Pat) to indefinitely postpone the purchase of financial software for the treasurer’s computer.

OLD BUSINESS

Bryant Library – Donna and Janet have been in touch with Andrew Cushing, Field Service Representative at New Hampshire Preservation Alliance, for assistance is applying to have the Bryant Library listed on the NH Register of Historic Places. Work has begun to make this a reality, which will then make Bryant eligible for some grant funding.

It is time to review the Memorandum of Understanding (MOU) with the Northwood Historical Society regarding use of the Bryant Library. We will invite NHS to attend our board meeting in September (after they catch their breath following Northwood’s 250th Anniversary Celebration) to discuss the MOU.

Library Building & Grounds MOU with the Town – The Director will contact the Town Administrator re: the status of this MOU.

Capital Improvement Plan – Library needs for the Town’s CIP are due very shortly. After discussion, the Board recommended the generator and the replacement lift to be our priorities for the CIP.

CML Lift Replacement – This issue was discussed in the CIP section above. During that discussion, the Director reported that the recent lift inspection showed that the current lift has

little life left. Parts are no longer available because of its age. It should be replaced before it fails and makes the Library inaccessible. The estimated replacement cost is \$19,000 - \$20,000.

Water system – The Director was notified by the Town that a bid has been received to replace the water system.

NEW BUSINESS

250th Town Celebration – It was MOVED/SECONDED (Pat/Janet) to close the Library on Saturday, July 29 so that the library/staff can be present and provide activities at the Town Celebration. The motion was APPROVED.

Advantage/Hoopla – These programs make audiobooks, DVDs and streaming available to patrons. After discussion, the Board determined that the programs are cost prohibitive and would use up too much staff time to offer at this time.

Panic buttons – The Board was updated by the Director.

Quill – A small refund (\$4.84) from this office supply company will be deposited in the Library Trustee account.

Vacations – An update on time used/available was provided. The Director will be on vacation August 8, 9 and 10.

Zone Dampers – Air conditioning maintenance has been performed by Patriot out of Candia. As part of their service/report they made suggestions re: dampers that lead to nowhere and removing them. The Director will follow-up with Patriot to see if this would improve the system overall and if removal would then create a need to make repairs after the removal. She will also ask if about the wireless thermostat recommended by another company. The director will turn over this information to the Town/DPW foreman for their determination.

OTHER BUSINESS

Canopy Tent – The canopy in our Library of Things was damaged and the patron reimbursed CML for the replacement cost of \$144.45. That check will be deposited into the Trustee checking account and that account will be used to pay for the replacement canopy.

The meeting ended at 12:26 PM by consensus.

Future Dates:

July 21 – Teddybear Sleepover, 6:00 PM, CML

July 29 – Library/Recreation Dept Program, Lindsay & Her Puppet Pals, 12:30 – 1:30 PM, Northwood 250th Celebration, and all day craft creations.