

**Northwood Libraries  
Board of Trustees  
MINUTES  
Board Meeting  
Friday, September 8, 2023**

**APPROVED**

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

The meeting began at 9:04 AM.

The town's new Town Administrator, Neil Irvine, had accepted our invitation to attend this meeting. The discussion included:

- Neil will work with the DPW foreman to look at the condition of the windows and have the libraries' (Chesley and Bryant) exteriors inspected for long-term budgeting needs.
- We will also look at the age and upkeep needs of our systems to prepare for future budgeting needs.
- We were advised to budget for two tech/plumber calls per year for each system (HVAC, plumbing, etc.).
- Neil will check with the town finance director to see if there is a list of town-preferred vendors and will share with Donna if there is one.
- Donna will contact another HVAC company for recommendation on zone dampers.
- Neil will drill down on the phone charges to try and determine what the "department charge" includes.
- Janet will send contact info to Donna, Neil and the Board re: solar energy grants for municipalities from ReVision.
- All agreed that a quarterly meeting with the Board of Trustees and Neil would help everyone keep informed.

At 10:05 AM, Neil left the meeting and the Board continued with its agenda.

**Minutes** – It was MOVED/SECONDED (Pat/Betty) to accept the minutes of the August meeting. The minutes were APPROVED with edits.

It was MOVED/SECONDED (Pat/Betty) to accept the minutes of the Budget Work Session. The minutes were APPROVED with edits.

**Treasurer's Report** – The treasurer had a question about the report and Donna provided clarity on the issue. The reports were reviewed and discussed. The reports were ACCEPTED AS WRITTEN.

**Director's Report** – It was noted that program attendance numbers were included in this report and that more than 100 people of all ages attended the Flying High Dogs program that the library co-sponsored with the Recreation Department.

**Expenditure Report** – As of 8/31/23, we are in a good position to end the year within our budget.

## **TRUSTEE BUSINESS**

**Budget** – It was agreed that the budget should breakout funds for Chesley and for Bryant so that throughout the budgeting process it is clear that we are responsible for both buildings.

It was agreed that the budget would include funding to make the assistant librarian position a full-time position with benefits.

**Bylaws** – This item will be put on the agenda in October to discuss a possible policy for the location of the Trustee treasury checkbook in the treasurer’s absence.

**Library Policy Review** – Michael York, the State Librarian, has agreed to meet with us in October to discuss First Amendment Audits so that we can strengthen our policy. *Donna will reschedule the Northwood Historical Society officer(s) visit to occur at our November meeting.* We will wait to invite Chief Drolet to join us at a later time.

**Personnel Policy** – It was MOVED/SECONDED (Janet/Pat) to accept the amended Personnel Policy. After some discussion and edits, the motion was APPROVED.

**Trust Funds** – The staff have developed a list of 52 CDs/audiobooks and the cost will eventually be covered by library trust fund income. First, we will use Library Trustee funds to purchase the items; we will then submit that paid invoice to the Trustees of Trust Funds for reimbursement. *We feel it necessary to state at this point that we disagree with the TTF directive to follow this procedure as NH Law states that the earned income from library trust funds will be turned over to the library trustees “as it is earned.” We have tried without success to work with the TTF to come to a compromise agreement on this requirement.*

## **OLD BUSINESS**

**Bryant** – We have been asked to locate an old photo of Bryan Library to include in our application to have the building added to the NH Register of Historic Places. Janet will contact Sandy Priolo of the Northwood Historical Society to see what might be available.

Janet also reported her observations after recent visits to Bryant and phone calls with NHS board members.

The Library Board will hold a work session to look at the structure and problems that may exist at the Bryant Library on Wednesday, September 27, 2023 at 3 PM.

**MOU Buildings and Grounds** – The MOU with the Town was discussed during the meeting with Town Administrator Irvine.

**Capital Improvement Plan** – This item was covered during our meeting with Mr. Irvine.

**First Amendment Audits** – Michael York, State Librarian will attend our October meeting to share information on this subject. Janet shared a photo of the “no photos/video” sign in the Town Clerk’s office. Donna will look for available signs and get them posted in non-public areas of the library.

**Harvey Lake Woman's Club** – The club is disbanding. Betty informed the Board that its treasury, amounting to \$4,744.87, will be donated to the library with no restrictions as stated in the club's bylaws. At our October meeting, a public hearing will be held to receive the donation.

**Technology Librarian** – The references received for our primary candidate were very positive. The candidate will be starting on September 11, pending a background check.

**Toilet/Septic** – The last septic pumping occurred in 2021 and this information was provided to the town administrator.

**Water System** – This system was replaced in August 2023, a year after it broke. This information was shared with the town administrator.

## **NEW BUSINESS**

**Apparel Impact Donation Box** – A request to put a large donation box in the library parking lot was respectfully declined as parking space is limited.

**Staff Vacation** – The library continues to be short staffed as staff with many hours of accrued time take time off to bring those hours down. The town administrator will be asked if there is a “pay out” system that would allow payment to staff for some of those hours. This would help the library to maintain a full staffing pattern.

## **OTHER BUSINESS**

**Finance/Budget** – Donna received answers to our budget questions from the town finance director.

**Treasurer's Questions** – Pat reported that a letter from TD Bank included in the last bank statement was regarding business account agreement re: large cash deposits. The board felt that this would have little impact on our treasury account.

**Things to Think About** – Should we get an energy audit done before we look into fixing/replacing window? ALSO, should we ask the Fire Department to come in and look at any needs for smoke detectors and anything else that might be needed?

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

## **Future Dates:**

Thursday, September 14, 2023, 1:00 PM – Budget meeting at Town Hall

Wednesday, September 27, 2023, 3:00 PM – Work session at Bryant Library

Friday, October 13, 2023, 9 AM – Library Trustee board meeting at Chesley Memorial Library