

**Northwood Libraries  
Board of Trustees  
MINUTES  
Bryant Library Work Session  
September 27, 2023**

**APPROVED**

This work session was held at the James Bryant Memorial Library on School Street in the Narrows section of Northwood.

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

The work session was called to order at 3:02 PM.

The Trustees met at the Bryant Library to look at the building and identify issues that may require repairs. In addition, we need to create a list of Library-owned items in the building.

It was noted that the glass front doors that had been in place over the built-in bookcase to the left as you enter the main library are no longer in place. They have been removed and were located leaning against the front wall, behind a display case. The hinge screws were screwed in place in the bookcase. In November, when the Northwood Historical Society attends our Board meeting to discuss the new Memorandum of Understanding, we will ask what happened to the bookcase.

Janet volunteered to make a list of the books in the bookcase that are located there now. She can take photos of the title page of each book to include the title, author, copyright date and publisher.

The following is a list of items in the library that belong to the library:

**Located in the left front room containing the fireplace**

- Andirons in the fireplace
- Oak table and eight oak chairs (a total of 12 of these chairs; see below)
- “History” books kept in the formerly locked bookcase

**Located in the office area with built-in desk**

- One oak chair

**Located in the right front room**

- One small work table
- Three oak chairs
- Four, 7-foot-high book shelves with adjustable shelves
- One tall swivel chair

**Also located on the first floor**

- One tall wooden coat stand
- One short wooden coat stand

### **Located in the cellar**

- One chemical toilet
- One 8-foot-long table
- One 6-foot-long table

Another observation that will be added to our meeting with NHS in November is that there appears to be/have been a leak around the Mini Split. What do they know about this?

The following items that may need repair/attention were observed and will be brought to the Town's attention:

- Throughout the building interior, there are cracks in plaster in ceilings, walls and around windows
- Left front room
  - Front window has crack in storm window
  - Leak on left side of mini-split
- Cellar
  - Cracks in floor
  - Falling insulation
  - Moisture
- Roof: Loose slate over "porch." It is unknown what the rest of the roof looks like and its condition
- Steps/walkway: Walkway is uneven and could present a danger to someone attempting to enter the building. At the base of the bottom step is a larger hole (animal?) and narrower hole along the base. At the ends of other steps going up there are holes where the steps have pulled away from sides of the steps.
- Chimney: Should be inspected and repaired as needed.
- Windows/exterior: the cellar "storm panel" at the left rear (facing the rear) has pulled away from the building. Has building moved in that corner since the storm panel was installed and caulked?
- Lilacs in front need to be trimmed
- White paint above entrance is peeling.

QUESTION FOR NHS: when was last time oil burner was inspected/maintained?

After the Board toured the interior and exterior, it was agreed that the building should be inspected to determine what repairs and maintenance-needs exist. This should probably be done in conjunction with the Town as the building is a town-owned property. It was agreed that the draft minutes of this meeting should include the list we developed. Upon approval of the minutes, the director will send the list of our observations to the Town Administrator so that any issues can be included in the future town budgets.

Irene volunteered to look up the Bryant Library lot information on the town tax maps to identify the actual lot dimensions and if the Lane land gift is incorporated in that information. This would have occurred sometime after the Letter of Intent signed by the Lanes in 2005. That is the only info currently in the Bryant file located at the Chesley Memorial Library. Donna will look in Town Reports to see what might be recorded there.

It was determined that the Bryant windows could be cleaned within our current budget. The Director will contact the window cleaning company to see if that can be accomplished in the next few weeks, with no water on the property and at what price.

The meeting was adjourned by consensus at 4:25 PM.

The meeting was adjourned by consensus at PM.

Future Dates: