

**Northwood Libraries  
Board of Trustees  
MINUTES  
Board Meeting  
October 13, 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 was called to order at 9:01AM.

**Minutes** – Three sets of minutes were presented and the following action taken:

- September 8, 2023 Board Meeting: It was MOVED/SECONDED (Pat/Betty) to approve these minutes as written. APPROVED
- September 14, 2023 Budget Work Session/Town Hall: It was MOVED/SECONDED (Pat/Betty) to approve these minutes as written. APPROVED
- September 27, 2023 Bryant Library Work Session: It was MOVED/SECONDED (Pat/Betty) to approve these minutes as written. APPROVED

**Treasurer's Report** – It was MOVED/SECONDED (Janet/Betty) to accept these reports. ACCEPTED

**Director's Report** – The report was reviewed. Two additional November programs (Grano Children's Initiative/Center for Wildlife/Owls & author visit) were explained. Janet volunteered to contact a couple in the Seacoast regarding a holiday program. The secretary will write a note of thanks to the Tobbes for their gift card donation.

**Expenditure Report** – The library is on target to end the year in the black. As year-end specials and sales arise, the director will be spending down in several categories.

**TRUSTEE BUSINESS**

**2024 Budget** – The DRAFT 2024 library budget, created on 10/12/2023 by the town's Finance Director, was reviewed. We are still awaiting an explanation for Line 4300 Telephone/Department Charge. There is a question on Line 4360 Heating Oil/Propane. Are we to use \$6/gallon or \$5? Both are used in the section.

**Checkbook** – After discussion re: where the checkbook should be located when the treasurer is out of town, it was agreed that if the treasurer will be out of town for more than a week, the checkbook will be left at the library to be used if necessary.

**Library Policy Review** – This item was will be continued so that we can hear any guidance that the State Librarian may provide when we meet with him later in the meeting.

**Personnel Policy** – The Director reminded the Board that the final version, with page numbers, was emailed to the Board.

**At 10:00 AM the regular meeting was put on hold and the previously posted Public Hearing began.** The purpose of the Public Hearing was to hear any comments from the public regarding the monetary gift, in the amount of \$4,744.87 from Harvey Lake Woman’s Club to the Library with no restrictions. No members of the public were present to comment. Therefore, it was MOVED/SECONDED (Janet/Pat) that the library accepts with gratitude the kind and generous gift of \$4,744.87, representing the amount of funds remaining upon the disbanding of the Harvey Lake Woman’s Club, with no stipulations attached to this gift as the Club’s Bylaws state. A roll call vote was as follows:

- Janet – Yay
- Pat – Yay
- Betty – Abstained

With two in favor and one abstention, the motion passed.

At 10:10 AM, the Public Hearing was closed.

The regular Board Meeting resumed

**Trust Funds** – With a list of books on CDs completed and ready to be ordered, and after discussion, it was determined that the Director and the Board Treasurer will meet to take the next steps to place the order and to prepare our request to the Trustees of Trust Funds for reimbursement for this purchase.

**State LSR (Legislative Service Request) to eliminate Library Boards** – This bill title in the NH House, used as a “placeholder” for legislation, has been withdrawn.

## **OLD BUSINESS**

**Bryant** – Janet provided the director with print outs of the town’s tax record cards for the Bryant Library and these will go in the Bryant file. The MOU with the Northwood Historical Society (NHS) which is located in the Library Policy book on page 47 and Appendix F will be dealt with during a work session to take place on October 30 at 1 PM at the Chesley Library.

**Buildings and Grounds MOU** – The list of Chesley building issues developed at our last meeting, along with a list of Bryant issues developed at the work session, will be sent to the town administrator.

**First Amendment Audits** – This item, along with minutes of non-public meetings and the MOU with NHS will all be part of the Oct. 30 work session.

**Staff Vacation** – This issue continues to create coverage problems for the library. It was determined that Betty will meet with the town finance director and/or the town administrator to discuss the issue of a problem created by a town error that is now causing the library addition problems and options to resolve the problem.

**Zone Dampers** – The library director has made a total of seven calls to vendors to obtain estimates for the work needed. There has only been one response from the original vendor. We should proceed with the work.

## **NEW BUSINESS**

**Town Contractor List** – There is no list for contractors used by the Town, as the new town administrator thought there might be. He is working on developing such a list.

**Energy Audit** – The last audit was done in 1998 by PSNH. The director will ask at the next department head meeting if another one should be performed for all departments, including the library.

**Library Gardens** – Gale and Fred Tobbe have volunteered to clean out the flower beds at Chesley Memorial Library. The board resoundingly agreed to accept their kind offer. The director will contact them.

**Library Project List (MOU)** – The project list to be provided to the town is as follows:

- Windows (condition; needs)
- South side wooden walkway to side entrance (condition; repairs)
- Parking lot: reseal?; line painting; fence
- Roof (condition; needs)
- Knot weed eradication (was it done this fall?)
- Safety inspection (Fire Dept.?) (as listed on the agenda)
- Walkway railings (condition; needs)
- Energy audit

Plus Bryant list as recorded in work session minutes.

**Solar** – The Tobbes gave the director a business card for ReVision Solar. This is the company that Janet had found out may provide solar systems to schools and libraries. The director will pass on this contact information to the town administrator.

## **OTHER BUSINESS**

**Carpets** – The carpets at Chesley were installed in 2005. We should be watching for wear; determining when replacement carpeting might be needed and plan accordingly.

**State Librarian Visit** – At 11:07 AM the Board was joined by Michael York, NH's State Librarian. We had asked him to meet with us to discuss first amendment "audits." He recommended a specific You Tube recording to see how a library director responded to an out-of-town visitor recording the interaction. He emphasized that an "audit" is not the time for a teachable moment. The "audit" technique has been used by the organization American Accountability Foundation (AAF) on a national level.

He recommended that we look at our collection development policy and especially the challenge component. This should include that only town residents may challenge and a challenge must be made for each book in question.

If a visitor is especially difficult, a letter of trespass could be sent from the police. For that reason and for other pertinent subjects, we hope to arrange a meeting with the Northwood chief of police in the future.

He suggested that we keep an eye out for articles from Natch Gray at the NH Municipal Association. He is also an excellent speaker.

We were grateful to Michael York for his time and expertise.

**Santa letters mailbox** – The Recreation Department asked if the special mailbox for letters to Santa could be placed at the library. We regrettably declined the offer because our outside space is so limited.

**NH Library Association Conference** – This event is scheduled for November 9. The library will be closed that day so that the staff can participate in this educational opportunity.

The meeting was adjourned by consensus at 12:10 PM.

Recorded by Janet Story Clark

**Future Dates:**

October 30, Monday, 1:00 PM, Policy Work Session at CML

November 10, Friday, Library Board of Trustees meeting at CML