

Northwood Libraries Board of Trustees

Friday November 10, 2023 - The regular monthly meeting was held at the Chesley Memorial Library.

Attending: Pat Vaillancourt, Treasurer; Janet Story Clark, Secretary/Acting Chair; Irene Kreider, Alternate/Acting Secretary; Karen Reilly, Alternate; and Donna Bunker, Director.

The meeting was called to order at 9:00 AM by Janet Story Clark, serving as Acting Chair in the absence of Betty Smith. Northwood Historical Society (NHS) members Trina Carlson and Sandy Priolo also attended for the first half hour. Hal Kreider attended from 11-11:30 AM.

The windows at Bryant Library were cleaned. There is repair work needed at some of the windows. The Trustees of the Northwood Libraries (TNL) site walk on September 27, 2023 was discussed. Janet told of efforts to get the building designated a Historical Site. The TNL concern of the glass doors being removed from the book shelves was discussed. The NHS said this was done due to humidity and damage occurring to the books housed there. Since the installation of the mini-split, humidity has been controlled. NHS said they will return the doors. The TNLs took photos of the books housed on these shelves in order to catalog them and ensure there is a record. The revised **AGREEMENT BETWEEN NORTHWOOD HISTORICAL SOCIETY AND TRUSTEES OF THE NORTHWOOD LIBRARIES REGARDING USE OF BRYANT LIBRARY** was reviewed and signed by both parties. The cost of heating and electricity for Bryant Library was discussed. Currently it comes out of the library's budget. The July 2025 reenactment of Lafayette's Farewell Tour was discussed.

Pat moved to accept all minutes from the 10/13/23 meeting and work session on 10/30/23. Irene seconded the motion. It passed on a voice vote.

The Treasurer's Report was reviewed and discussed. One correction was suggested for the Grano statement.

The Director's Report was reviewed and discussed. 102 people attended the owl presentation. Donna will continue to submit a monthly report to the town.

The Expenditure Report was reviewed and discussed.

Trustee business:

Budget- The Trustee's proposed budget was presented to the selectmen. The public hearing on the town budget is possibly Saturday December 2, 2023.

Library Policy Review/First Amendment review. We will be inviting the police chief to the December meeting.

Trust Funds- All audio books have been ordered. Several shipments have been received to date. A letter with invoices will be sent to the Trustees of the Trust Funds for reimbursement of \$647.85 for those received.

Old business:

The Library Project List/MOU was discussed. Neil Irvine suggested we prioritize the project list we created. Needs were itemized for those needing immediate attention, or 1, 3 or 5

year review for both Chesley and Bryant Libraries. A note will be included stating these priorities may change pending a professional inspection.

Staff Vacation-Betty discussed accumulated time for some employees with Cheryl Eastman and Neil Irvine. A possibility to pay out some of the time early was presented. It has never been done before and they were concerned with setting a precedence. Neil said he will look into it.

Zone Dampers –One vendor felt work needed to be done. Another felt that nothing was needed, but noted a leak from the water heater. A third vendor came. We are awaiting this vendor's recommendation. After this is received, the Trustees instructed Donna to present these findings to the TA for the town's decision on handling this.

New Business:

Election Candidates-It was decided to create a new flyer to be distributed to those who come to the library. It will describe the responsibilities of Library Trusteeship and invite people to consider participating. It will also be posted on the Library Facebook page and newsletter.

NH Library Trustee Orientation Updates-Janet asked about the discrepancy between the RSA for libraries and the RSA for Trustees of the Trust Funds concerning payments from those funds. She was told to contact her state representatives to ask to have this changed. There is a new law for releasing non-public minutes. Non-public minutes must be kept in a locked cabinet that is not accessible to the library director. Janet obtained a checklist for using non-public minutes. A listing of all non-public minutes needs to be kept and reviewed every 10 years. Having a contract for the director was suggested. Private donations need to be accepted by the trustees.

Recreation Department Programs-The recreation department wants to co-sponsor events with the library. One proposal is to have a monthly senior meeting at Wood's Grille with speakers. Those in attendance would pay for their own lunch. Donna will run this suggestion by the Monday senior group for feedback. Another idea was for Wood's Grille to sponsor a "cooking" class for seniors.

Theodora Kalem Grano Wing-Mr. Grano has requested an engraving be made into the stonework at the building entrance to the children's wing of the library currently called the Theodora Kalem Grano Wing to say Joseph Grano Sr. Memorial Wing. The stonework on the exterior of the building is a veneer and the trustees do not feel this is feasible. Donna will communicate this to Mr. Grano when she next hears from him. It will be further discussed at our December meeting.

Water Heater – Two estimates were received. One vendor felt a replacement was needed. Another felt that a \$250 repair was adequate. Janet moved that we have Rick Senter repair the vacuum breaker for a cost of \$250. Pat seconded the motion. It passed on a voice vote.

Other Business

Hal Kreider, Selectboard Chair, came to discuss a proposal for a town wide COLA as a warrant article. The percentage has not yet been decided. It is felt the town budget would have a

better chance of passing if we choose to stay on the town's pay scale vs. setting up one of our own. We need to notify the TA of our decision.

A discussion on staying on the town's pay scale vs. creating a separate one for the library was held. Janet made a motion for the library to join with town departments to accept the selectboard's proposed COLA as a warrant article and the library will continue using the town's pay scale. Pat seconded the motion. It passed on a voice vote.

A discussion was also held on placing a warrant article for a fulltime position for the Assistant Librarian. Janet moved that our request to make the Assistant Librarian position fulltime at 35 hours per week with benefits be placed as a warrant article. Pat seconded the motion. It passed on a voice vote. This action will be communicated to the town administrator by Donna.

Some books were returned damaged. The patron was charged for the books. Some payment was received. This patron may not borrow any future books until full payment has been received.

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

Respectfully submitted,
Irene Kreider, Acting Secretary

The next meeting is December 9, 2023 at 9 AM at the Chesley Memorial Library.