

MINUTES

APPROVED

Northwood Libraries Board of Trustees January 12, 2024

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

The meeting was called to order at 9:05 AM. In the absence of the Treasurer, Karen Riley was appointed to serve as a voting member of the Board.

Minutes – It was **Moved/Seconded** (K. Riley/B. Smith) to accept the minutes as written. The motion was approved (3-0).

Treasurer's Report – The report had been emailed previously to the Board. It was reviewed and discussed.

At 9:15 AM, the Treasurer arrived, with apologies, and K. Riley resumed her Alternate position.

Director's Report – Several items were highlighted. The secretary will write a thank you note to a donor. A new Junior Book Discussion group has been started. The how and why of deleting cards of patrons who haven't used them were discussed.

Expenditure Report – A few bills from 2023 remain to be posted, but otherwise the bottom line is in order.

TRUSTEE BUSINESS

Budget – No changes were made to our proposed budget and no questions were asked about our request at the Budget Committee's public hearing.

Policy Handbook – New appendices E and F were distributed by email. The Library Director provided hard copies to those who wanted them. The Visual Media draft is prepared but we will wait to vote on it until after we meet with Police Chief Drolet.

Trustees of Trust Funds – We are still working on gathering all of the paperwork, as well as receiving some items, to submit to the TTF to get reimbursed from the Library Trust Funds.

OLD BUSINESS

Assistant Librarian Warrant Article – Donna will work with the Town's Finance Director to get up-to-date figures for this position to amend at the Deliberative Session on Saturday, Feb. 3.

2024 Elections – We know of one candidate interested in the open Board position. We will be looking for at least one alternate and possibly two to be appointed by the Board of Selectmen after the elections.

Library Project List – Donna will be meeting with the Town Administrator on this list in the coming month.

2024 Meeting Schedule – The Board agreed to continue meeting at 9 AM on the second Friday of each month.

Staff Vacation – This continues to create coverage problems to allow us to remain open during our published hours.

Warrant Articles – There is an “advisory only” petitioned warrant article requiring that all meetings of “elected public bodies” would be recorded and posted on the town web site.

Also, the library’s requested warrant article to provide funding to replace the handicap-accessible lift will not be required at this time. Funds may be available elsewhere.

Zone Damper – This item will be added to the Library Project list when Donna meets with the Town Administrator.

NEW BUSINESS

Friends of the Library -- The Friends would like to hold a breakfast for staff, Friends and Trustees in February. A date will be forthcoming.

2024 Holiday Schedule – This schedule was discussed. It was **MOVED/SECONDED** (J. Clark/P. Vaillancourt) to adopt the 2024 Holiday Schedule as discussed. **Voted to approve** (3-0). Donna will email to Board.

OLD BUSINESS

Internal Controls Audit – The town’s auditors requested a review and update of an internal control document for the library that they had. The Board reviewed and edited the document to make corrections and bring it up-to-date. Donna will update the document, return it to the auditors and email it to the Board.

Open House -- The Friends of the Libraries plan to hold an Open House to promote the library before elections.

Recruitment Brochure – Karen’s draft of the brochure was welcomed by the Board. Donna will ask Katherine to put it into a brochure format.

Library Card Expiration Date – The State Library has asked libraries to add expiration dates to our cards. It seems that people who have moved from towns and no longer would have access to physical books in that town are using their cards for downloadable books. This increases the number of people who may want a book and this extends the waiting period for popular items for legitimate card holders. Deleting patrons who haven’t used their cards in several years is an ongoing project for many libraries, including in Northwood.

Conservation Commission – The CC has reached out to the Library to jointly sponsor an Earth Day Program. This is another example of Town resources working together to provide programs of interest to Northwood residents.

NH Library Trustees Association – NHLTA reports that there are 2 LSRs (potential draft laws) that may impact libraries. We should be aware of these.

Town Audit – Discussion took place to coordinate providing the requested information by the deadlines provided.

At 11:30 AM, the meeting was adjourned by consensus.

Respectfully submitted,
Janet Story Clark
Secretary

The next meeting of the Northwood Libraries Board of Trustees will take place on Friday, February 9, at 9 AM at the Chesley Memorial Library.