

**Northwood Libraries  
Board of Trustees  
MINUTES  
Board Meeting  
March 8, 2024**

**APPROVED**

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

The meeting began at 9:03 AM.

**Minutes** – It was **Moved and Seconded** (Pat/Betty) to **Approve** the minutes. After discussion and changes, the motion was **Approved by a vote of 3-0**.

**Treasurer's Report** – The Treasurer's reports on the Trustee Treasury and Grano accounts were reviewed and discussed.

**Director's Report** – The report was reviewed. Discussion focused on the library usage numbers in several areas. The Director explained the new program Won't You Be My Neighbor.

**Expenditure Report** – Until after voting on March 12, we will not know what the libraries' final budget will be. Next month, this report will show the first quarter's numbers.

**TRUSTEE BUSINESS**

**Budget** – At the next meeting, we will know if we are working with our 2024 prepared budget or the default budget. We will have some hard work and challenging decisions to make if it's the default budget.

**Center Point Large Print book order/Trust Funds** – This is the book order that we plan to submit to the Trustees of Trust Funds for reimbursement. Library staff have noted that there are more and more requests for large print books and our current collection is quite small and dated. The Director has worked with Center Point Large Print, located in Thorndike, Maine, to put together a large assortment of large print books to update our collection. The estimated cost of this order is \$4,786.74, including shipping and handling.

The Trustees reviewed the Center Point Large Print estimate, including title details of each item to be purchased and assigned the dollar amount to be used from each specific trust fund account as follows:

Eugene Grant Trust Fund	\$ 90.62
Irene Grant Trust Fund	\$151.70
Gladys Gardner Trust Fund	\$481.66
Alice Tasker Trust Fund – Books	\$394.34
Clinton Carlyle Trust Fund	\$198.77
Elizabeth Stimmell Trust Fund	\$154.61
James Bryant Trust Fund	\$115.11
Edward Tasker Trust Fund	<u>\$3,199.93</u>
TOTAL	\$4,786.74

It was MOVED/SECONDED (J. Clark/P. Vaillancourt) to approve purchasing the order totaling \$4,786.74 of large print books from Center Point Large Print with the funds coming from the eight trust funds as defined above. MOTION APPROVED with a vote of 3-0 (Aye: B. Smith, P Vaillancourt, J. Clark).

**Library Policy Review** – Primex is reviewing our draft Visual Media policy. The Town Administrator suggested that after Primex’s review we send it to the NH Municipal Association legal staff for feedback and we agreed that this should happen.

**OLD BUSINESS**

**Copier** – The Director provided the results of her investigation into a copier contract moving forward. She provided details of the options. It was **MOVED and SECONDED** (Janet/Pat) that the library enter into a “copier/printer” contract with Toshiba (through the State contract) for an estimated cost of \$92.74 per month for 60 months.

The motion was **APPROVED by a vote of 3-0.**

**Library Project List** – The consultation on the Chesley furnace and heating issues was delayed due to illness. No other updates available.

**Open House** – This Friends of the Libraries sponsored event will take place on Saturday, March 9 from 10:30 to noon. The event will highlight the many items, programs, and services provided by the library.

**Staff Vacations** – There was no update from the Town on this problem. The Director communicated that she will be on vacation from April 15 – 19.

**NEW BUSINESS**

**Library Board Alternates** – The names of current alternate Karen Riley and proposed alternate Pat Savage will be presented to the Board of Selectmen to serve as alternates on our Board. We will check with current alternate Margaret Walker to discover her wishes for the future.

**Bryant Library** – The draft application to place the Bryant Library on the NH Register of Historic Places was received yesterday from Andrew Cushing, NH Preservation Alliance. Janet will forward the draft to all Board members and the Director.

**Conservation Commission** – The Library is joining with the Northwood Conservation Commission to co-sponsor programs for the community. Several future options are being planned including a Big Trees program with Kevin Martin and participation at the Town Hall during the April 20 “Green Up Day” as part of the celebration of Earth Day.

**The Library Lift** – We are waiting for an estimate to replace our accessibility lift to arrive from New England Lift Company.

**Primex** – See above section on Policy Review.

**Salt Water Treatment System** – McBride was called for a problem with the system. It was a lengthy fix and they also did the annual service.

**Senior Café Survey** – Following up on last month’s discussion about how to distribute information about the library, the Director asked about 15 Senior Café participants at a recent meeting. When asked where they get their information the responses were:

- Word of mouth
- The Library/Café/outside sign
- Facebook (a couple people)
- Sunday Monitor (a couple people)

Our discussion also suggested that news of events should also be sent to Channel 9/WMUR-TV’s Community Events.

**Signs** – A reminder to all the no election-related signs are allowed on Town property (such as at Town Hall and the entrance to the Transfer Station).

**Town Report** – Janet pointed out that the libraries’ budget in the Town Report shows that our proposed budget did not list a cost for the retirement line. Her quick scan of other department budgets showed that this line, to be filled in by the Town after the figures were determined, was done for other departments. In addition, our “infographics” (statistics) page, which was submitted and referred to in our report, was not included in the final report and the index lists the wrong page for the library report.

## **OTHER BUSINESS**

**Grano Children’s Initiative** – The next program sponsored by the Initiative will take place on Saturday, March 16. The program will be about blacksmithing and locksmithing and will begin at 11 AM. Mr. Grano was very pleased with the idea of this program.

**State Annual Report** – Our report to the State Library is due on April 12. The director has her draft completed.

**HB 1479** – The Director distributed a Legislative Alert on this bill from the NH Municipal Association/government affairs.

**Web Site** – There was a brief discussion on Northwood historical photos on the library web site.

The meeting was adjourned by consensus at 11:01 AM.

Respectfully submitted,

Janet Story Clark

Secretary

Future Date: Library Trustees Board Meeting, Friday, April 12, 9:00 AM, Chesley Memorial Library.