**Library Board of Trustees APPROVED**

**Minutes of the Work Session**

**Chesley Memorial Library, Northwood**

**April 11, 2023**

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

The meeting began at 1:01 PM.

**Memorandum of Understanding –** The Board members reviewed the March 30, 2012 MOU with the Town of Northwood for the “Building Maintenance” of the library building. After much discussion, a draft list was developed that we will ask to present to the Board of Selectmen for their feedback in an exchange of ideas. The Director will draft the list for further review to include: Library responsible for damages/repairs up to $499.99; Town responsible for damages/repairs of $500 or more; rename document to Memo of Understanding for Building and Grounds Maintenance; delete items included in our budget. In our discussion the BOS we will stress the RSA that requires that the Town is responsible for the entire outside maintenance of the building.

**NHLTA Conference –** The Conference sessions were reviewed and choices made by everyone so that the Director can complete the registration process.

**Grano Check –** The Director determined that the Grano funds for the first quarter of 2023 were received from the Friends on March 8, 2023.

**Purchase Order –** A PO Baker and Taylor was signed by the officers of the Board.

**Benefits through Town Programs –** One of the benefits available through the Town is that part-time staff may be able to purchase health insurance through the town program. Some of our part-time staff may be looking into this. Staff can also purchase other benefits such as AFLAC.

The meeting was adjourned by consensus at 3:25.