**Library Board of Trustees APPROVED**

**Minutes of the Board Meeting**

**Chesley Memorial Library, Northwood**

**Tuesday, August 12, 2022**

Attending: Betty Smith, Chair; Pat Vaillancourt, Treasurer; Janet Story Clark, Secretary; Karen Riley, Alternate; Donna Bunker, Library Director. Sandy Priolo, Secretary of the Northwood Historical Society, guest.

The Chair called the meeting to order at 9:00 am.

**Northwood Historical Society –** The Library Board had invited the Sandy Priolo from the Northwood Historical Society to attend this meeting and review the current agreement between the two organizations for the use of the Bryant Library in Northwood Narrows. The current agreement, with minor changes, was signed by the library board. Sandy will get the NHS signatures completed and will return it to the Library.

Discussion continued with an overview of building issues and projects in the recent past. These include a leak in the front bookcase, resulting in moldy books, and installation by NHS of an electric mini split dehumidifier/heat/AC in the upstairs exhibit area.

For the 2023 budget/CIP (depending on project costs) the costs for the following problem areas will be investigated by the CML Board, NHS Board (Steve Bailey, President) and Chris Brown for the Town of Northwood:

1. Damp cellar (moisture/water through foundation/floor);
2. Structural integrity of front pillars (cracks);
3. Front door “frame” and steps (cracks);
4. Roof condition; and
5. Front walkway.

Donna also spoke to Sandy about developing a rotating NHS display at the Library.

At the end of this discussion, Sandy left the meeting.

**Minutes –** Minutes of the July 15, 2022 meeting with corrections were Moved/Seconded (Pat/Betty) and Approved.

**Treasurer’s Report –** Pat pointed out that we received interest on our two accounts for the first time. She will contact the bank to inquire about this change. It is noted that the Grano funds are now in a separate account. The report was reviewed and accepted.

**Director’s Report –** This report was reviewed. Library Director Donna talked about the success of the Summer Reading Program. The staff is now doing a post program review to identify improvements for future programs.

**Expenditure Report –** Halfway through August the figures show that we have expended 46.20% of our budget for the year. In a “normal” year, this would be a good place to be in and the Board congratulated the Director for the good job in managing the budget. However, as of August 1, there will be a large increase in electric costs. We will see this impact reflected in next month’s figures. The other increase in our future is the cost of heating oil. The cold months are ahead of us. The Board looked at line items that we may need to move money from into these accounts.

**Policy Handbook –** A motion to amend the CML Policy Handbook as of August 12, 2022 was Moved/Seconded (Janet/Pat) and Approved.

*NOTE: Increase Legal line in 2023 budget to include legal review of the Policy Handbook, as recommended at NHLTA budget/finance workshop.*

**TRUSTEE BUSINESS**

**Bylaws/Donations/Petty Cash –** The rediscovered Library Trustee Bylaws were noted. Discussion took place about the processing of donations and petty cash requirements. *The Board will review and prepare to discuss changes/updates/expanded position responsibilities at the September 9, 2022 Board meeting. The Treasurer will draft procedures for that position to assist those that hold that position in the future. Procedures may include timing of Treasurer’s activities associated with processing donation funds and ensuring adequate petty cash required by staff for incidental costs.*

**OLD BUSINESS**

**Book Return –** The old book return has been removed from the walkway for use by the Recreation Department.

**Cybersecurity –** Donna reported on information provided by Primex. A “What to do” poster will be provided to staff and board members. More technical information on cyber incident response will be given to the appropriate staff member.

**Grano Children’s Initiative –** Donna provided an overview of the Grano grant for the Joseph Grano Children’s Initiative based on emails between R. Grano, Gale Tobbe (former CML Board President), Donna, and the current treasurer of the Friends of the Library. *After reading the emails and other documents, Janet will draft an email for Donna to send to Mr. Grano outlining the Boards understanding of the program parameters so that in the current “Post Covid” era we can plan for future programs. We will also explain our confusion of future funding for programming. Is funding on a quarterly or yearly basis?*

**Knotweed –** Margaret provided an overview of this noxious, invasive weed that exists and persists at the rear of the library. In the past it had been so thick and come so close to the library’s rear, secondary exit that the Board had considered closing the library as being unsafe in case of an emergency. Margaret and Viena Dow then took it upon themselves to dig up and safely dispose of the knotweed. The town committed to adding the library to the town’s knotweed spraying program. However, the library was not included on the list this year, despite the understanding that the town is responsible for maintaining the exterior of the property and the library is responsible for interior maintenance. Margaret emphasized that to keep the knotweed down the area must be mowed regularly and choked with chemicals.

*The Board determined that Donna will contact Mr. Prescott Towle to see if he is still licensed and available to do this work. If he is not, Donna will ask him to recommend others to contact.*

*The Board will emphasize to the Town the need to include the Library in the 2023 knotweed spraying schedule.*

**Face Mask Usage –** At the Town Department Head meeting held earlier this week, the Emergency Disaster Director reported that COVID in our area is not severe. The Library will keep in place the current poster recommending face mask usage to patrons, but masks are not required.

**Town Website Link –** Donna has not been able to have created a link from the Town’s website to the CML website location of our minutes. We will continue to post our minutes on our website and in the library as required by law.

**NHLTA –** Tips learned at the recent NHLTA Budget & Finance workshop were shared with the full Board.

**Exterior Library Painting –** Donna informed the Town that the painter missed a window and the Town Administrator and Highway Foreman and a staffer came to look at that and the problem areas noted by the painting contractor.

**Trust Funds –** *Janet will contact AG’s office for current laws pertaining to library trust funds. After that info is received, she will contact Karen R. and they will draft a letter from our board to the Northwood Trustees of Trust Funds.*

**CIP –** The town’s CIP subcommittee requested additional info for our CIP requests. To that end, it was determined that: 1. the generator fulfills reasons 5, 6, and 8; and the solar array fulfills 7, 5, and 8. This info will be sent to Linda Smith at Town Hall by Donna.

**NEW BUSINESS**

**Bradford Factor –** The Board determined that all staff will sign off that they have received the Policy Handbook.

**Budget –** The Board will hold a budget workshop on Thursday, August 18 at 1 pm at the Library.

**Staffing Updates –** The Library was closed last Saturday because there were not enough staff members available to adequately staff the facility. Per policy, at least two staff members must be on duty for the library to open.

**Stafford Act of 2011 –** An article published in October 2020 included the following statement: “…FEMA formally designated public libraries (Stafford Act 2011) as essential community organizations, adding to the category of essential community services, including police, fire protection/emergency services, medical care, education, and utilities.”

**Tree –** Donna will send an email reminder to the Town about the dead tree on the property and the need for it to be removed as it could damage the library property/parking lot/cars.

**Request to use the Library –** A request to use CML for private music instruction was denied.

**Weekly reports** – The Board confirmed that the Director will use her monthly report to the Board to inform the Town of library activities.

**Request to use the Library –** A request to use CML for a marketing/sales bit coin pitch was denied.

**Open House –** An Open House at CML will be held on Saturday, September 17 between 10:30 and 12:30 PM. Library card sign ups and the Library of Things will be the highlight.

**Upstander Program –** CML and the Northwood Congregational Church (NCC) are partnering to introduce the Upstander Program to our community. Films will be shown at NCC on Sunday evenings and the library will provide a list of resources to participants. An upstander is the opposite of a bystander. An upstander is “one who takes action in defense of those who are targeted for systemic or individual harm or injustice.”

Upcoming events

8/18 – Budget meeting, 1 PM, CML

8/22 – Friends meeting, 4:30 PM, CML

9/9 – Board of Trustees meeting, 9 AM, CML

9/17 – CML Open House, 10:30 – 12:30, CML

The meeting was adjourned by consensus at 12:09 PM.