

COOK MEMORIAL LIBRARY
DRAFT MINUTES, BOARD OF TRUSTEES MEETING MARCH 14, 2011

Present: Trustees Denise Boewe, Anne Chant, Lloyd Hadden, Andrea Kennett, Sharon Malenfant, Nancy Sheridan; Ann McGarity; Library Director Jay Rancourt; Tamworth Selectman Willy Farnum; Public: none; Staff: Chris Clyne. Absent: Ann McGarity.

NEXT MEETING: Monday, April 11, 2011 6:00 PM at the Library

Call to order: SM convened the meeting at 6:04 pm.

Welcome new Trustee Anne Chant, reelected Trustee Ann McGarity: The board welcomed Anne Chant to the board and will welcome Ann McGarity at the next meeting.

Approval of Draft Minutes of February 14, 2011 meeting: JR requested that the following amendments to the draft minutes be included:

Director's Report #5 amend to read as follows;

JR attended a Carroll County Library Coop meeting which Michael York, State Librarian, attended and led a discussion on library volunteers working at the circulation desk re privacy of patron records. JR reported that at the meeting was discussion on the NH State Library's position on volunteers working at the circulation desk. Their position is that no volunteers should be at the circulation desk due to patron privacy. Currently, CML has a policy in place that includes volunteers signing an agreement to include protecting privacy. Criminal background checks for volunteers were also discussed. The NH State Library is facing serious cuts in its budget. NHSL is preparing to launch the first stages of a project to have a state-wide automation system. A few key larger libraries will be invited to participate in 2011. CML, and other small libraries will be invited to join in 2012 Or 2013. The costs associated with this service are less than current systems available. JR supports this initiative.

DB made a motion to accept the minutes as amended; LH seconded; Motion passed unanimously.

Public Comment - Chris Clyne, representing the staff, addressed the board in reference to the current Snow Day Policy in place. The staff would like to have this policy modified or abolished. JR supports this dissolution. The Policy Committee will bring the changes before the board at the next board meeting.

Nominating Committee Report and Election of Officers for 2011-2012 - LH moved to elect the proposed slate of officers for the 2011-2012 year as follows: Sharon Malenfant as Chair; Nancy Sheridan as Vice Chair; Denise Boewe as Treasurer and Anne Chant as Recording Secretary. NS seconded. Motion passed unanimously. (The Correspondence Secretary will be proposed at the next board meeting.)

Treasurer's Report –

February 2011 Financial Report - The Treasurer's Report was tabled until the next month and will be presented with the March 2011 Financial Report .

Unanticipated funds vote this month:

\$1,235.00	Joseph Rancourt Memorial Fund
\$ 57.00	Unrestricted donations
\$ 23.00	Copy machine
\$ 15.00	Library sales
\$1,330.00	Total

DB moved to accept the unanticipated funds; LH seconded. Motion passed unanimously.

Old Business

1. Town Meeting - There were no questions on the proposed budget; budget was accepted as presented for one hundred thirty-four thousand three hundred and fifty-two dollars (\$134, 352.00).

Correspondence - JR reported that John Roberts, Selectman, donated two hundred and fifty dollars (\$250.00) of his Health Officer stipend to the CML. JR has sent a note of appreciation for his generous gift.

Current Trustees received the NHLTA annual meeting information. JR made a copy for AC, newly elected Trustee, and will update the NHLTA. This day long workshops/conference will be held on May 9, 2011 in Bedford.

Library Director's Report JR

SM noted that JR will be presenting the Statistics quarterly instead of monthly.

1. Staff proposed that a lunch be hosted for the newly elected officials from the town and school elections as part of the CML's outreach endeavors as outlined in the Long Range Planning goals. Tentative date is Sunday, May 15, 2011 from 2:00 pm to 4:00 pm. WF mentioned that there may be another town function on that date; Trustees will investigate and report back.
2. Continued furnace issues - JR reported that there has been no heat from one of the furnaces. Parts have been ordered by the furnace repairman and CML is waiting for them to be received and installed.

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3. Community Outreach at Remick Acres - Patti Rau is very pleased to report that this program is well received at Remick Acres and plans are to continue once per month. Many thanks to Patti Rau for heading up this endeavor so successfully.
4. Annual Volunteers Breakfast will be held on Friday, May 13, 2011.

Committee Reports:

1. **Committee Assignments** for 2011-2012 tabled until the next meeting.
2. **Building & Grounds** – LH reported on the issues with the downstairs furnace. Specialists inspected the furnace, ductwork and systems and reported that repairs in the amount of thirteen hundred dollars (\$1,300.00) will need to be completed to remedy these issues. LH moved that the work be completed to bring the basement furnace up to specifications and to fund these repairs by the Building Fund in the amount of thirteen hundred dollars (\$1,300.00). AK seconded. Discussion: The Building Fund currently has a balance of sixteen hundred dollars (\$1,600.00). Motion passed unanimously.
3. **Technology** – LH JR will be purchasing a computer in the next month, as budgeted.
4. **Policy** – NS The Policy Committee will be meeting on the Snow Day Policy.
5. **Friends** – AM JR reported that the Friends will be meeting this month.
5. **Long Range Plan** - SM will meet with JR on continuing to put the Long Range Plan into action.

New Business

1. **Annual Accounting of Keys** - LH and JR will do the annual accounting of keys.

Public Comment: WF reported that the Tamworth BOS will be reassign their committees for the upcoming year. The BOT is appreciative to have had WF as our BOS representative and welcomes the opportunity to work with him again in the upcoming year.

Adjournment LH made a motion to adjourn the meeting, AK seconded; motion passed unanimously
Meeting adjourned at 7:24 pm.

Respectfully submitted,

Denise M. Boewe, Recording Secretary

<p>Next meeting: Monday, April 11, 2011 at 6:00 PM at the Library. At this meeting, a vote will be taken to accept new unanticipated funds. All Board of Trustees meetings are open to the public.</p>
