

COOK MEMORIAL LIBRARY

DRAFT MINUTES, BOARD OF TRUSTEES MEETING APRIL 18, 2011

Present: Trustees Denise Boewe, Lloyd Hadden, Andrea Kennett, Nancy Sheridan, Sharon Malenfant, Anne Chant, Library Director Jay Rancourt, Tamworth Selectman Willy Farnum. Public: none.

NEXT MEETING: Monday, May 9, 2011 6:00 PM at the Library.

Call to order: SM convened the meeting at 6:05.

Approval of Draft Minutes of March 14, 2011: SM made an amendment to the minutes: Ann McGarity should have been listed as absent. NS made a motion to accept the minutes as amended, DB seconded. The motion passed unanimously.

Treasurer's Report: LH questioned Furnace repairs of page 4 of the report, wondering where the repairs should be listed. He thought they should go under miscellaneous repair. SM had a question about the budget carryover from the previous year. There was no carryover of \$4000; it was under \$1000. JF asked that we be mindful of this, as this was based on the previous year's carryover. DB asked that the actual carryover amount be included in the budget. JR stated that we can carryover funds. The carryover can reflect restricted donations that have not been spent yet. SM suggested that we call this "the balance of restricted funds", rather than the carryover amount. The treasurer's report was accepted as presented. DB made a motion that we accept these funds. NS seconded it. The motion passed. There are two memorial funds currently: Joeseph Rancourt's, and Willie Fromm's. Jean Ulitz has donated \$100 to her husband's memorial fund.

Old Business:

1. NHLTA Annual Meeting and Conference – no one is currently planning to go.
2. Outreach to Town Officials – SM felt that we might be over reaching by providing a luncheon for the towns people. SM and JR thought that we could put together a packet of information on the library to send to the town officials, which would include what the library has, along with some history. DB felt that we could also invite them to a Friend's booksale, and include information about the Friends. AK has a list of the elected officials, and has given a copy to JR. JR will put this packet together.
3. Board Committees for 2011 – 2012 – LH distributed the list of trustees and their positions. LH made a motion to vote for Lloyd Hadden as Assistant Treasurer and Ann McGarrity as Corresponding Secretary. NS seconded it. The motion passed.
4. Status of furnace situation – LH said that everything has been fixed. JR said that we have spent \$1393 for the downstairs, which leaves \$238 left in the building fund. We received a bill for \$624 for cleaning out the dampers. SM made a motion to spend the \$238 towards that bill, then go to the operating fund. LH seconded it. The motion passed.

5. Play area proposal for land behind library – Kate Thompson owns this land. AK said that the project is being tabled for now. There were issues with maintenance, liability, supervision and noise after hours. AM said that the Friends were not in favor of the play area either. WF said that the selectman were not in favor of a town playground on this property. The discussion of the play area was tabled.

Correspondence – JR had to do a follow up on the “We the People” grant.

Library Director’s Report:

1. Community outreach efforts – Patty is going to Remick Acres and is working with Joanne Rainville. Amy organized an evening of the history of big band music. It was a collaboration with the Tamworth Historical Society. Bun Nickerson showed an old ski movie one night, which was very successful.

2. Friends’ donations – The library received \$800 from the friends. The friends bought the library a kindle and a nook, two flip cameras and a wii gaming program. AM will send the Friends a card, and JR will post a thank you on Facebook.

3. Libri Foundation gift – 2 for 1 grant. We would get over \$1000 of books. JR will hear back in May or June. A budget of under \$150,000 is required to apply for the grant. AM had an idea for a mini language lab in the library. JR said that Mango offers an on line language program. Wolfeboro has this, and JR will see if she can give it a try.

4. Staff training – Jay, Patty, Jen and Amy went to a training at the Madison Library on gadgets. Jay has started answering tech reference questions.

5. First Quarter 2011 Library Usage Stats – Attendance is down, but Junvenile circulation is up. JR likes the quarterly reports, as you can see trends.

Committee Reports :

1. Policy – Conditions of Employment -NS made a motion to amend the policy to read: “If an employee is scheduled to work on a day the library closes due to inclement weather, the employee will be allowed to make up the hours within a two week period of time following the day missed due to inclement weather closure.” DB seconded it. The motion passed. Animals – no animals are allowed in the public areas of the library except service animals. NS moved that we keep the rule the same. AK seconded it. The motion passed. JR and Jen wrote a user agreement on checking out different electronic equipment that the library owns. JR does not feel that a user agreement is necessary for donated items. This agreement needs to be tweaked and NS will send this out to us.

2. Building and Grounds – The bike rack broke and will be fixed. Paul King will be checking out the property lines and LH will try to see him this week. LH has spoken to Jim Boewe about fixing the cement around the bricks, and about doing some exterior painting.

3. Technology – We have one new computer for purchased for \$523.

4. Friends of CML – Ann will e-mail notes to the board.

New Business – SM asked if it was time to do the disaster plan update. LH said that we will start next month. JR will e-mail services and emergency.

Adjournment: LH made a motion for adjournment and NS seconded it. The motion passed. The meeting adjourned at 7:20.

Respectfully submitted,

Anne Chant

Secretary