

## COOK MEMORIAL LIBRARY

### DRAFT MINUTES, BOARD OF TRUSTEES MEETING MAY 9, 2011

*Present: Trustees Denise Boewe, Lloyd Hadden, Andrea Kennett, Nancy Sheridan, Sharon Malenfant, Anne Chant, Ann McGarity, Library Director Jay Rancourt*

**NEXT MEETING: Monday, June 13, 2011 6:00 PM at the Library.**

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

**Approval of Draft Minutes of April 18, 2011:** Amendments: Committee Reports: The user agreement for checking out electronic equipment needs to be updated and sent to the policy committee. Library Director's report: The staff has started tracking tech reference questions. There were 24 in March alone. Old Business: We received a bill for \$624 for inspecting the heating system. Play area – strike the sentence: “AM said that the Friends were not in favor of the play area either.” SM made a motion to accept the minutes as amended. LH seconded. The motion passed.

#### **Treasurer's report:**

1. April 2011 Financial Report - Changes: Building projects line: \$1531.07 Misc. repair item: \$485.93 DB made a motion to close out the building projects fund through NHPDIP, to be turned over and used in the repairs and maintenance line. The motion passed. “Restricted fund balance previous year”: changed from “carryover funds” is actually \$1342.56 rather than \$4000. The report was accepted as presented.

2. Unanticipated funds I April, 2011:

\$50.00	Josepha Rancourt Memorial Fund
\$27.00	Unrestricted donations
\$22.00	Copy machine
\$13.50	Library sales
<u>\$10.00</u>	<u>Lost Book Donations</u>
<b>\$122.50</b>	<b>Total</b>

DB made a motion to accept the unanticipated funds, AK seconded it. The motion passed.

#### **Old Business:**

1. NHLTA Annual Meeting and Conference: AM attended. SM would like Ann to share her experience.
2. Outreach to Town Officials: JR has written a cover letter to send out to town officials, along with much other library info.

**Correspondence:** CML received \$1050 worth of books from the Libri foundation – 2 for 1 match. FoCML will contribute \$350.

## **Library Director's Report - JR**

1. Community Outreach – Patty and Peggy will design a query style pamphlet to go out with Meals on Wheels deliveries and with Joann Rainville's visits to get an idea of what people want and need.
2. School-based activities – Amy Carter spent time in classrooms doing book talks, speaking about the summer program.
3. Annual volunteer breakfast – May 13<sup>th</sup> 16 people are expected at the annual volunteer breakfast.
4. Friends/Altrusa – May 28 is the date of the first farmer's market. FoCML and Altrusa will have a table to raffle off hanging plants.
5. Signage – Jay updated all the endpanels
6. Lightening storm –CML lost a surge protector, and perhaps the laptop in the hall. Jay will purchase one more laptop.

### **Committee Reports:**

1. **Policy** – **NS** Sharon would like input from staff for job descriptions, and has asked Jay to get that within a month from now. Jobs are: Asst. Library Director, Geneology Room, Circulation Assistant, Children's Librarian. Jay would like to be sure that all staff can answer tech reference questions.
2. **Building and Grounds** – **LH** Timer for the hot water heater was broken and will be replaced. Paul King will do the boundary line survey. LH received estimates for painting two walls, fixing drainage and fixing the brick sidewalk. There is money to fix the drainage, AK will repair the brick sidewalk. JR wondered about the feasibility of solar panels/tubes for the library. NS wondered about Carl McNall and his group, which uses knowledgeable volunteers to install solar panels. We would have to volunteer at 3 different solar raisings. We will speak with Willy about the solar panel installation at the next meeting. This would fit into our long range plan.
3. **Tech** – **LH** JR will not buy a 3<sup>rd</sup> computer.
4. **Friends of CML** – **AM** There has not been a Friends meeting. AM went to the Friends session at the NHLTA conference. Friends can attend the conference for free. AM will let us know about her experience at the conference at the next meeting.

### **New Business:**

1. Tamworth Village Association – Carl Behr is the chair. JR felt that one of the trustees should go to their meetings. AM volunteered to go.
2. Water boil order – In effect for 1 month. Jay felt that there should be a sign in each sink warning against drinking the water. Jay will call Poland Springs about getting a water dispenser. Jay will purchase a few gallons of water, and have dry hand sanitizer at each sink. She'll also turn off the faucets.

**Adjournment:** The meeting adjourned at 7:14 PM.

Respectfully submitted,

Anne Chant, Recording Secretary