

## COOK MEMORIAL LIBRARY

### DRAFT MINUTES, BOARD OF TRUSTEES MEETING July 11, 2011

NEXT MEETING: Monday, August 8, 2011 6:00 PM at the Library
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*Present: Trustees Denise Boewe, Lloyd Hadden, Andrea Kennett, Sharon Malenfant, Anne Chant, Ann McGarity, Library Director Jay Rancourt, Sselctman Willie Farnum,*

Called to order: 6:05 PM

**1. Approval of Draft Minutes of July 11, 2011:** LH moved to accept the minutes, DB seconded. The motion passed

**2. Treasurer's report:**

a. June Financial Report: Accepted as presented.

b. Unanticipated funds in June, 2011:	\$790.00	Mary Hunt Memorial Fund...
	\$75.00	Robert Brown Memorial Fund
	\$213.50	Unrestricted donations
	\$63.00	Copy machine
	\$54.00	Library sales
	<u>\$50.00</u>	<u>Lost Book Donations</u>
	\$1245.50	<b>total</b>

DB made a motion to accept these funds. AK seconded. The motion passed.

**3. Old Business:**

a. Tamworth Capital Improvement Program Committee – Library submission for 2012-2017

LH suggested that we hire someone to go through the library's systems. LH said that we are having trouble with one of the furnaces. He'd like to get that fixed next year. A furnace is scheduled to be replaced in 2021. We need an amount for the replacement of the vinyl siding. JR and AK will research the estimate to replace the vinyl siding and the furnace. We also need an amount for carpeting replacement, which JR provided to WF. The next CIP meeting is July 26. There is a public hearing September 13. Jay will e-mail the amounts to be included in the CIP to board members.

b. Library's property boundaries – update

JR and LH submitted their summary of the location of the library's retaining wall which is on the property of the Tamworth Lyceum.

#### **4. Correspondence:**

- a. LCHIP letter and check: \$20 check will come to the library for good stewardship.

#### **5. Library Director's Report:**

- a. Fourth of July Parade Float – JR suggested that the Friends of the Library, or the Trustees be in charge of the float, as Amy Carter is ready to pass on the responsibility. JR suggested that brochures about the library be handed out during the parade. AM will bring this up at the next Friends meeting.

- b. Disaster Plan Update – The plan has been completed.

- c. Library AED Defibrillator – A new battery has been installed. Sharon wondered if we would like to encourage the staff to be trained to use the defibrillator.

- d. Programs – “Overboard” – July 13

- e. Statistics: Circulation is up, attendance is down. Non-print circulation is up. AM was able to use the Remick Museum passes, and appreciated the ease of this procedure.

#### **6. Committee Reports:**

- a. Policy: Circulation Policy- JR said that the librarians felt that it would not improve circulation to ask for personal information from patrons (ID etc.) The issues result more from transient patrons who might move out of town before returning materials to the library, and who do not provide their forwarding address. The library would like to keep the rule of 3 DVD's to a patron at a time. JR requested that we add this section to the circulation policy:

"The circulation of DVDs is limited to three at a time per borrower.

In special circumstances, exceptions can be made at the discretion of the librarians."

- b. Building & Grounds – LH said that the front lawn is in rough shape. LH has scraped and primed part of the exterior wall. AK said that the bricks and sand are not holding for the walkway. AK feels that the bricks need to be cemented. Board members wondered if the bricks should be replaced with asphalt. LH said that railings need to be placed on both sides the stairways, and the steps into the meeting room. We also need an on-demand water heater, and an atmospheric control on the furnace.

- c. Friends of CML – AM provided notes from the FOCML meeting. She asked what could be done the next time the water becomes contaminated. She felt it would be good to have a plan for this. She suggested a bubbler, or perhaps a filter. Jay's usual procedure is to provide bottled water and hand sanitizer.

**Adjournment:** The meeting adjourned at 7:25 PM.

Respectfully submitted,

Anne Chant, Recording Secretary

**Next meeting: Monday, August 8, 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.**