

## COOK MEMORIAL LIBRARY

### DRAFT MINUTES, BOARD OF TRUSTEES MEETING September 12, 2011

**NEXT MEETING: Monday, October 10, 2011 6:00 PM at the Library**

*Present: Trustees Lloyd Hadden, Andrea Kennett, Sharon Malenfant, Anne Chant, Ann McGarity, Nancy Sheridan, Selctman Willie Farnum, Librarian Jay Rancourt*

Called to order: 6:05 PM

#### 1. Approval of Draft Minutes of August 8, 2011:

Amendment: \$350 for Henney Trust grant award for cemetery maps, not \$50. We'll add \$300 to this month's unanticipated funds to compensate. LH moved that the minutes be accepted as amended. AK seconded. The motion passed.

#### 2. Treasurer's report:

- a. July Financial Report: Accepted as presented.
- b. August Financial Report: Accepted as presented.
- c. Unanticipated funds received in August, 2011:

\$266.00	Mary Hunt Memorial Fund
\$181.00	Unrestricted donations
\$101.30	Copy machine
\$ 96.00	Library sales
\$300.00	HenneyTrust Grant Award
<u>\$ 81.00</u>	<u>Lost books</u>
\$1025.30	<b>Total</b>

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

#### 3. Correspondence:

a. Resignation of Trustee/Treasurer Denise Boewe . NS made a motion to accept the resignation with regret. AK seconded the motion. The motion passed.

#### 4. New Business:

a. Trustee position – replacement suggestions: This person would serve out the rest of the year, until elections in March. JR suggested Peter Case and Linda Jones, as they have been past board members and treasurers as well. JR will approach Linda and Peter. SM asked board members to think of others who would be interested in being a trustee.

b. Treasurer – replacement: If necessary, the assistant treasurer, LH, could step up to fill the treasurer position.

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

- a. Security incident: 9/1/11 – The alarm was set off at 11:47 AM. In the future, when the alarm is set off, the library should be called first, then LH should be called. JR and LH will meet about this tomorrow, to determine who else should be called and report back to the board in October.
- b. Summer resident survey summary – Very positive comments about the library. Top item to focus on: technology (for summer people)
- c. Chocorua Lake Association – Donation of Materials: Jim Bowditch has given the library some of the Association's papers and photos. JR suggested that they give a donation for \$35 for archival boxes and folders.
- d. Mary Hunt – Memorial Chair: just beautiful!
- e. Cemetery Project/Maps: Excellent. The maps are for sale for \$5.00. Ann will write a note to Chris and Millie to recognize their efforts.
- f. August Library Programs – Extremely well attended. The staff was very pleased about the smoothness of the summer at the library.

## **6. Old Business**

- a. Tamworth Capital Improvement Plan (Public hearing 9/13 6:30 town office, JR and AK will go.)
- b. Handicapped parking – update: Painting of parking spaces will occur next year for the library.
- c. NHLTA Trustee Orientation Workshops – Wednesday, September 21, 2011 AM, AK and AC are planning to attend.

## **7. Committee Reports:**

- a. Building and Grounds: Hurricane Irene created a leak in the annex. LH brought up the idea of hiring a facilities manager to look after the library's larger systems. LH made a motion to hire someone as the facilities manager to inspect the large systems in the library, and give us advice when they fail. AK seconded the motion. AM suggested looking into grants to fund this position. LH thinks the pay would be \$50 per hour, 20 – 50 hours per year. AM suggested looking into what other libraries do. NH state parks.org might be helpful. LH suggested contacting the school to ask who they use. SM sees this position more as a contracted position, for 2 days. WF suggested looking for a board member to replace NS who has building experience. SM would like to know how much it would cost to have the building inspected annually or semi-annually. LH suggested \$1000 for this position. 1 for, 3 against, 1 abstained. The motion does not carry. AK made a new motion: hire a building inspector once a year to inspect the structure of the building. AC seconded the motion. 2 for, 2 against, 1 abstained. The motion does not carry. JR will inquire of LCHIP about preserving the building.
- b. Friends of CML – no meeting since the last trustee meeting. AM will report to the friends about the security issue. The annual meeting of FOCML will be on Saturday at 10:30 at the library. Chris Cline will speak about the cemeteries.

c. Budget Committee – We need to schedule a budget meeting. SM will e-mail us about possible meeting dates.

d. Personnel Committee – JR said that it is time for evaluations. AK, SM and NS are on the Personnel committee.

**8. Public comment:** Board of selectman meet next Thursday 9/22. Budget request is for Oct. 3. WF will discuss the disaster plan with the selectman. WF feels that there would be someone in the town who could volunteer his time to support us with our building.

**Adjournment:** The meeting adjourned at 7:55 PM.

Respectfully submitted,

Anne Chant, Recording Secretary

<p><b>Next meeting: Monday, October 10, 2011 at 6:00 PM at the Library.</b> <b>At this meeting, a vote will be taken to accept new unanticipated funds.</b> <b>All Board of Trustees meetings are open to the public.</b></p>
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