

**COOK MEMORIAL LIBRARY  
MINUTES, BOARD OF TRUSTEES MEETING, 10-9-07**

*Present: chair Donna Whipple; trustees Peter Case, Lloyd Hadden, Linda Jones, Susan Smith, Kate Vachon; librarian Jay Rancourt. Excused: Sharon Malenfant*

**NEXT MEETING: Monday, November 12, 7 PM at the library.  
At this meeting, a vote will be taken to accept unanticipated funds received during 2007.  
All Board of Trustees meetings are open to the public.**

The meeting was called to order at 7:04.

**Secretary's report** PC moved, LJ seconded, SSS abstained. Passed as read.

**Treasurer's report** Discussed report procedures and possible upgrade of QuickBooks. The Tech Committee should discuss before budget proposal. LJ moved to accept budget with adjustments as discussed, KV seconded, all in favor.

**Correspondence:** town attorney says Linda may stay on board and work for the town. Tamworth Foundation. We have received a grant from the Tamworth Foundation for \$2,000 to buy computers. Jay will send a copy of the letter to the board.

**Librarian's report:** Jay has a new intern. She works two hours a week, on Saturday. Diane Robinson and Jay are working on an agreement re: Willey Fromm pieces that the library may house. Jay has applied for a free Public library preservation survey and planning workshop. If we are selected, Northeast Document Center will help develop a long-range plan for the Genealogy and History holdings. Tim Brown estimates \$500 to finish shelving in G&H room. Lloyd is working on LCHIP annual report. Defibrillators have arrived. Jay will attend training, and another staff member also knows how to use one. We need to update our emergency plan to include defib info.

**Committees:**

**B&G:** Hans will give estimate at end of month in installation timer and emergency lights. Safety inspections: Jeff Lee of the alarm company will check main box in foyer and check other safety items throughout the building. Fire chief Steve Solomon will do fire inspection. The fire extinguishers must be serviced by a company that specializes in fire extinguishers. We need a report for our records every year.

**Friends:** At the annual meeting 9-26, it was noted that more than \$3800 has been donated to support library programs, activities and equipment purchases. Officers for next year are Kim Mathison, president; Maud Anderson, VP; Donna Polhamus, secretary; Margaret Reiser, treasurer. Next Friends meeting is Wed Nov 14<sup>th</sup>.

**Personnel:** Staff evals and Jay's evaluation are done. KV distributed a summary of comments from trustees and a report on committee meeting with Jay. KV will ask staff for evaluations of Jay.

**Other business:** the Holiday Open House will be Wednesday December 12 at 6 PM. Hope to dedicate the new stained glass window then. We will do a potluck this year. KV will draft and submit an item to the Nov 1 Civic News events calendar.

The budget committee meeting will be November 10, 9 AM (an hour earlier than originally planned). Committee heads should be sure to schedule planning sessions before then.

We will vote to accept unanticipated funds at the November meeting.

There being no further business, the meeting was adjourned at 8:55. LH moved, PC seconded.

Respectfully submitted,  
Kate Vachon, recording secretary

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