

COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
Draft Minutes - October 1, 2018 – 6:00 PM @ LIBRARY

NOTICE: October 1, 2018 meetings and forthcoming meeting time change were posted as follows at Tamworth Town Office, Cook Memorial Library, Tamworth Post Office and on library website and Town of Tamworth website.

The Board of Trustees of the Cook Memorial Library will hold a budget work session on Monday, October 1, 2018 at 5:00 p.m.

The October monthly meeting of the Board of Trustees of the Cook Memorial Library will take place on Monday, October 1, 2018 at 6:00 p.m., not on October 8 as previously noticed.

Beginning November 12, 2018, the Board of Trustees of the Cook Memorial Library hold their regular business meetings at 5:30 p.m. on the second Monday of each month at the Cook Memorial Library.

- A. Call to order – The meeting was called to order at 5:47 pm by Anne Chant. Present are – Anne Chant, Allie Thompson, Robin Gordon, Skip Nason, Nate Winship, Mary Cronin, and Willie Farnum, Selectmen’s Representative. Sheryl Power is absent.
- B. The date for the budget was September 18. Under G1 – state that the budget meeting was at 5 pm and the regular meeting was at 6 pm. Skip made a motion to approve the minutes of September 10, 2018 regular meeting, Robin seconded. APPROVED
- C. Treasurer’s Report:
1. September 2018 Financial Report – Nate made a motion to accept, Skip seconded. APPROVED
 2. Unanticipated funds received

a. Conscience jar donations	29.00
b. Donations: Semmes	40.00
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Total unanticipated	\$69.00
- Allie made a motion to accept the unanticipated funds, Robin seconded. APPROVED
- D. Correspondence:
1. Letter from State Librarian Michael York announcing establishment of New Hampshire Digital Library.
- E. Old Business:
1. 2019 Budget: Review budget discussed at work session; approve for submitting to Town Administrator. Anne made a motion to accept the adjusted budget as proposed after this evening’s session, Allie seconded. APPROVED
 2. NH Retirement System: service credit purchase is complete.

F. Library Director's Report:

1. Programs: Baby Lapsit time met weekly. Three storytime programs were held. Our partnership with K.A. Brett teacher Mrs. Nelson continues this school year, with our library providing books to students, and giving students a way to submit book requests online. 4-H Tamworth Makers Club led by Claes Thelemarck meets at the library weekly on Mondays. They are working on papier mache masks with added programmable LED lights to exhibit at the Sandwich Fair. Eighteen people attended an author talk by Kate cosponsored by Tamworth Community Nurse Association. Six people attended the Friday Movie at 10:30 AM on September 14 to watch "Book Club". On Wednesday, September 19 at 6:30 PM, and 26 people came to watch the film "Won't You Be My Neighbor?" Chocorua Lake Conservancy held an evening presentation and performance of the Chocorua Lake Crankie on Tuesday, September 18 with over 70 people attending. Louise Wroblewski led a readers' discussion on the theme "sense of place" on September 26. Lucy Gatchell has curated a moon-themed art exhibit for October-November, with artwork by local artists. In addition, two moon-themed programs will be held in October. The library will host three One Book One Valley events in October. "Critical Hours" is Wednesday evening. There will be a storyteller session at the Lyceum. Some townspeople have made a radio play presentation and will share that. There will also be a book discussion.
2. Staff: Amy, Chris, and Mary will each attend a New Hampshire Library Association section conference in October and November. Staff annual review meetings will be held in the next month.
3. Outreach: Kathie Dyrenforth brought books and library info to WIC at the Tri-County CAP building on September 11. Jackie Thompson delivered books to individuals and the meeting room at Remick Acres on September 28. Mary attended a meeting of the Tamworth Veterans Advisory Committee on September 12. The library will host post-ceremony reception with refreshments and a display of photos of and from local veterans on Sunday, November 11 at 11:30 AM. Mary attended the Governor's Council on Diversity and Equity Forum at Kennett High School on September 27; other area librarians participated as well.

G. New Business:

1. Grant opportunity: If Trustees agree, Mary and Amy will prepare a grant application for "American Creed: Community Conversations Library Programming Grant" offered by the American Library Association. This project aligns with Strategic Priority "deeper community connections and understanding." Deadline is in November, and even if not granted, we will be able to show the documentary "American Creed" and plan related programming on our own in 2019. See <http://www.ala.org/tools/programming/american-creed-community-conversations> There are 50 grants being distributed throughout the entire United States. This will be a lot of work if we choose to move forward, but we can just get the movie and do our own similar program. The Board is supportive if Mary reviews the application and feels that it won't take too much time to complete.

2. Library open on November 12: Our holiday policy does not address closing on another day when a holiday falls on a Sunday. Accordingly, we will be open on Monday, November 12.
3. Last week Mary attended Northern NH Cooperative quarterly meeting. They can add in auto-renewal, and decided to try it out. They also discussed the logistics of adding Conway. Policies need to be developed/reviewed between now and April to align with the fiscal year and the Annual Meeting. Mary will send a link to the Cooperative bylaws for the Board to review.

H. Committee Reports:

1. Friends of CML: Friends of Cook Memorial Library held a board meeting on Tuesday, September 11. The Friends' annual meeting was held on September 29 followed by lunch and a NH Humanities program featuring storyteller Jo Radner. Quilt raffle winner was Nate Winship.
2. Building & Grounds: Michele Killeen has almost completed painting the newer (non-lead) sections on the exterior. Carpet, floors, window and furnace cleaning has been scheduled. Elevator will be inspected in November. Larry Nickerson recommends adding/fixing insulation in attic. Mary has estimates for replacing old storm windows. Several mice have been caught in the Annex.
3. Strategic Planning: One-page plan has been published, posted, and publicized. The full final version of the 2018-2020 plan is having final proofreading, then will be posted on website and made available at the library. Strategic Plan process and documents are posted on the library's website at <https://tamworthlibrary.org/about/trustees/2018-strategic-plan/>. Allie will proofread. She suggested a change – remove “providing” after “committed to”
4. Technology: Technology support prepaid hours with Freedom Computer has 4 hours left. Going forward, all work will be billed as it comes, no prepaid contract is necessary. Technology Committee met on September 25 to review Technology Plan for 2019. Spectrum has provided pricing for upgrading to 100/10 broadband of \$119.99/month. Technology Committee recommends \$1,440 be added to 2019 budget under Telephone & Internet line item. Mary confirmed with customer service to proceed with upgrade, which will have an install fee of \$99.
5. Personnel: Annual evaluation of Library Director. Sheryl is not present, she collected the feedback forms. There is an envelope behind the desk for forms to be returned in.
6. Policy: Schedule a meeting of policy committee (tomorrow evening at 5 pm) to review section I: Governance. Mary will send sample investment policies of other NH libraries to use when drafting a new policy to address financial risk recommended by auditor.

Public Comment – Willie observed the joint loss committee and Primex and visited several buildings around town. There is a trip hazard in the front walk. Mary has a concern about the door also. Willie will do the repair on the walk. They also felt that a sign for the AED is needed, and that will be dealt with. Primex should be sending a report. Mary is sharing a Sustainable Thinking book if anyone would like to read it.

J. Adjournment- Skip made a motion to adjourn at 6:39 pm, Robin seconded. APPROVED

Next Meeting: Monday, November 12, 2018, Cook Memorial Library—5:30 PM

Respectfully submitted,

Melissa Donaldson
Recording Secretary