

**COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING**  
**Minutes for September 14, 2022 – 5:00 PM at the library**

This meeting (changed from regular scheduled meeting on the first Monday at 5:30) and Public Hearing was posted at the Town Office, Library, Tamworth Post Office and on the Town of Tamworth and Library websites. The public hearing notice was published per RSA 202-A:4-c in the August 31, 2022 edition of the Conway Daily Sun.

- A. Call to order – The meeting was called to order at 5:07 pm by Allie Thompson.
- B. Introductions and Attendance – Present are: Allie Thompson, Evan Henderson, Betsy Loughran, Kris Rlnes, Karl Behr, Lew Prillaman. Anne Chant and Paul Priestman are absent.
- C. Public Hearing to accept a donation of \$5,000.00 from Joan Spalding. This hearing was properly noticed. Evan made a motion to accept, Kris seconded. APPROVED
- D. Approval of Minutes
  - 1. August 8, 2022 regular meeting minutes – Lew made a motion to approve, Betsy seconded. APPROVED
- E. Treasurer's Report:
  - 1. August 2022 Financial Report – Kris made a motion to accept, Betsy seconded. ACCEPTED
  - 2. Unanticipated funds received

Unrestricted donation over budgeted – C. Smith	50.00
Grant for NH Humanities program	250.00
Conscience jar donations:	23.00
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Total unanticipated	\$323.00

Allie made a motion to accept, Kris seconded. ACCEPTED
- F. Correspondence: An email from Keats Myer arrived as a followup on the town email address that was previously brought to the Board. Next Wednesday from 12-2 there will be assistance to set up your devices.
- G. Old Business:
  - 1. Capital Improvement Program: The CIP Committee will hold a public hearing on September 14 at 6:00 PM. The energy audit was done, a report will be delivered soon.

H. Library Director's Report:

1. COVID-19 Pandemic: Still providing masks, but not requiring.
2. Banned Books Week, September 18-24: We will have a display of most-challenged books of the past few years and information on what the past year's challenges were and how they were resolved. NHLTA supports the Unite Against Banned Books campaign.
3. Programs: Fall program schedule is filling up. Mary Cronin met with UNH Cooperative Extension's Claes Thelemarck and Greg Hufford to brainstorm ways to recruit volunteers to lead STEM/STEAM programs for kids.
4. Staff: Mary Cronin will attend the NHLA/NELA conference October 23-25. There are sessions on bookmobiles, programming, technology, and sustainability. An application for a scholarship to cover the conference fee was sent to NHLTA. Amy Carter will attend a workshop on inclusive picture books.
5. History intern: Molly Foye is adding the old Tamworth Town Records digitized versions to the library's online Tamworth history archive.
6. Bookmobile Committee: Met on September 7, working on public relations and visiting bookmobiles. A Ford chassis is the best for bookmobiles. Kris reviewed some of the ideas that they learned about. Insurance is one of the big issues.

I. New Business:

1. 2023 Budget considerations – the pathway is hopefully going to be done this fall, but if not, will be first on the list for the spring. This may need to be carried over to next year. Send ideas to Mary.

J. Committee Reports:

1. NH Library Trustees Association – Anne is absent, no report
2. Nominating - nothing
3. Friends of CML: Board meeting was held September 13, 2022. Annual meeting with lunch and Ken Sheldon author talk will be on Saturday, September 24. Kris reports that the meeting was last evening. The Book Sale made \$722 in profit in August. It went well, so they are considering doing it again in March. The current bank balance is \$21,663. They would like to know what is happening with the walkway, and if we needed help. Mary has given them a wish list.
4. Building & Grounds: Energy Audit grant was awarded; audit took place on September 12. Audit report will be ready by the end of September. Window cleaning, carpet cleaning, and painting of the children's room have been scheduled.

Side entrance walkway project has moved up to “next big project” on the contractor’s list.

5. Policy: Met on September 7, 2022 to prepare revisions to these policies for review and approval: Betsy reviewed the changes that have been made.

- a. IV. C. 7 Behavior, Supervision, and Responsibility -

- b. V. E. Disasters and Inclement Weather Policy – includes new sections on Active Shooter Threats and Cybersecurity. Kris reviewed the fire and emergency procedures. Should the health policies be reviewed on an annual basis with the staff?

Evan discussed bomb and other terrorist threats. Not much information has changed, but did add that evacuees should congregate across the street from the library. A link to the active shooter video is included in the policy. This policy is written for staff and general public. The staff should view the video annually. Discussion was held regarding whether section 3 should be bomb threats, and then that staff would review the protocols. This will be revisited and brought back to the Board at the next meeting. Inclement weather – gives the director the authority to close in inclement weather. Closures do not have to be posted on the library door.

Power outages – removed “2 hour” and replaced with “extended” outage.

Cybersecurity – Mary spent some time with the State Library Association, who are in the process of forming their policy at this time. This was added as a placeholder until such time as their policy is done. Collect as little personal information as possible to allow library business to be done. Staff should have protocols about passwords. Back up to external storage if it is not backed up to the cloud. Cloud based data should be backed up locally on a regular basis as well. One staff person should go to training on cyberattacks yearly.

A motion to accept the changes with the exception of the cybershooter was made by Evan and seconded by Allie. APPROVED

6. Personnel: Library Director annual evaluation; staff evaluations – Kris has the forms that are needed. The Board needs to do her evaluation. The forms will be available at the library desk for members to fill out, before the next meeting.
7. Technology: Application to use Google Workspace for Nonprofits was approved.
8. Strategic plan, 2023-24 update: Community survey is underway

K. Public Comment

L. Adjournment – Kris made a motion to adjourn at 5:49 pm, Evan seconded. The meeting was adjourned.

Next Trustees' Meeting: Monday, October 10, 2022, 5:30 PM (note this is Columbus Day/Indigenous Peoples' Day holiday)

Respectfully submitted,  
Melissa Donaldson  
Recording Secretary