

**COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING**  
**Draft Minutes FOR October 10, 2022 – 5:30 PM at the library**

- A. Call to order – The meeting was called to order at 5:30 pm by Anne Chant.
- B. Introductions and Attendance – Present are: Evan Henderson, Lew Prillaman, Anne Chant, Karl Behr-Selectmen’s Representative, Betsy Loughran, and Mary Cronin-Librarian. Allie Thompson, Paul Priestman and Kris Rines are absent.
- C. Approval of Minutes
1. September 14, 2022 public hearing and regular meeting minutes – Evan made a motion to approve, Betsy seconded. APPROVED
- D. Treasurer’s Report:
1. September 2022 Financial Report – Betsy made a motion to accept, Lew seconded. ACCEPTED
  2. Unanticipated funds received
    - a. Unrestricted income over budgeted 290.00
    - b. Copy/Fax/Printer income over budgeted 29.15
    - c. Conscience jar donations: 39.00

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Total unanticipated	\$358.15
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Anne made a motion to accept, Betsy seconded. ACCEPTED
- E. Correspondence:
1. Reminder email from Tamworth Town Office about training for new town email accounts. Discussion ensued regarding whether this is necessary for all to sign up for this program.
  2. NH has a new family medical leave law that is in place. They are offering wage replacement insurance. Mary requests that the personnel committee review this.
- F. Old Business:
1. 2023 Budget: Review draft, schedule Trustees’ Budget Committee meeting. Two versions were distributed, a short version and a detailed version. Mary led the discussion of the draft. The Friends of the Library approved \$6000 for things next year, mostly programs. Mary is unsure about the 2022 expenditures number. Updated numbers for health insurance are needed. Materials line has increased since last year – for the purchase of books, newspapers, periodicals, video and audio, online access to video, databases. Programs are paid for by grants or the Friends. The walkway project is

a large number. It is shown as a separate line item. Salary line is difficult to propose, the cost of the increases is unknown at this time. One of the hotspots needs to be on an upgraded plan. Electric has increased dramatically. The heat number has been estimated by using the NH average propane cost next week. Sewer cost has gone up, and the draft will need to be updated. There should be a meeting of the budget committee before the next meeting, one half hour before the regular meeting. This will be on November 14.

2. Town email accounts: confirm everyone is set up and we can begin using them to conduct library business

G. Library Director's Report:

1. COVID-19 Pandemic: Still providing masks, but not requiring.
2. Programs: Volunteer-led weekly afternoon read aloud program will be offered for 4 weeks, and has been shared with Northern Human Services. We're working on developing continuing weekly programs that would be enjoyed by clients of NHS. New STEM Play program for early elementary age kids (5-8 year-olds) begins this month, planned and staffed by Amy Carter. Hybrid programming (simultaneously in-person and online) is challenging to manage with current technology and staff experience/expertise. Not all library programs are recorded due to logistics and appropriateness. Making all our library programs available live online and later in recorded form is not feasible at this time, but we do provide this kind of access when we can with the resources we have.
3. Staff: Mary Cronin was awarded a scholarship from NHLTA to attend the NHLA/NELA conference October 23-25, but due to family obligations will not be able to attend. Mary will begin scheduling annual library staff evaluations this week. She will find out if the scholarship can be transferred, then will check with the bookmobile committee.
4. Bookmobile Committee: Met on October 4, working on public relations, visiting bookmobiles, and deciding on type of vehicle needed.
5. Town Appropriation request: 4<sup>th</sup> quarter appropriation has been received. Unneeded appropriated funds for health insurance have not been transferred from Town to Library Trustees. If fuel or electric bills exceed budgeted amount significantly, these funds may be needed to pay year-end bills.

H. New Business: A \$3000 grant was received from the Tamworth Foundation for archives. This will allow us to keep the intern through May. It also pays for membership with the NH Archives Group and to acquire additional storage space. These funds will need to be accepted at the next meeting.

I. Committee Reports:

1. NH Library Trustees Association - Anne – the last meeting was held via Zoom. Discussion was held regarding library reconsideration policies, for those items that people feel should be removed from the collection. Mr. York received an award for his performance as State Librarian. United for Libraries membership can be accessed due to a grant from NH Libraries that gives us access. There is a webinar on Tuesday, that will allow us to see how valuable that membership is.
2. Nominating – nothing to report
3. Friends of CML: Next board meeting is November 15, 2022. Annual meeting was held on Saturday, September 24. It was well attended. Director's wish list was approved in the amount of \$6,000.
4. Building & Grounds: Energy Audit report has been received, and shared for review. Window cleaning and painting of the children's room are complete. Carpet cleaning for traffic areas is scheduled for October 27. Electrician fixed dimmer switch for front room. Four failing CFL light fixtures need to be replaced with LED ones. No word from contractor for side entrance walkway project. Evan mentioned that Lowes and Home Depot will take used lightbulbs.
5. Policy: Updates to the policy manual and the policy page on the website will be made soon. Draft revision of V. E. Disasters and Inclement Weather Policy new section on Active Shooter Threats will be ready for review at next month's meeting. A meeting will be scheduled to discuss this policy being included in the policy manual.
6. Personnel: Library Director annual evaluation will be conducted by Nov meeting; staff evaluations – Mary does these, will hopefully be done by November.
7. Technology: Schedule meeting to discuss 2023 technology budget. (Allie, Evan and Paul). Mary will send a copy of a spreadsheet that can be used to start the discussion.
8. Strategic plan, 2023-24 update: Community survey is complete, report shared for review. The feedback on what people need is valuable, and it is also interesting to hear how people learn. They do not want to watch someone on a video, they would like to do projects with their hands in person with the instructor. The information will help develop the priorities for next year. By December, we should have a plan established.

J. Public Comment

K. Adjournment – Betsy made a motion to adjourn at 6:39 pm, Evan seconded. The meeting was adjourned.

Next Trustees' Meeting: Monday, November 14, 2022, 5:00 pm for budget, 5:30 pm for Trustees meeting.

Respectfully submitted,  
Melissa Donaldson  
Recording Secretary