

COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
Draft Minutes FOR November 14, 2022 – 5:30 PM at the library

- A. Call to order – The meeting was called to order at 5:30 pm by Allie Thompson.
- B. Introductions and Attendance – Allie Thompson, Evan Henderson, Lew Prillaman, Anne Chant, Betsy Loughran, Paul Priestman, Kris Rines and Mary Cronin-Librarian. Karl Behr-Selectboard Representative is absent.
- C. Approval of Minutes
1. October 10, 2022 regular meeting minutes – Evan made a motion to approve, Anne seconded. APPROVED
- D. Treasurer's Report:
1. October 2022 Financial Report – Lew made a motion to accept, Kris seconded. ACCEPTED
 2. Unanticipated funds received

Unrestricted income over budgeted	
Quilt raffle proceeds	115.00
Subscription sponsorship	35.00
Copy/Fax/Printer income over budgeted	111.00
Conscience jar donations:	33.00
Grant – Tamworth Foundation for archives	3,000.00
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Total unanticipated	\$3,294.00

Betsy made a motion to accept, Kris seconded. ACCEPTED
- E. Discontinue Petty Cash account – Paul made a motion to discontinue, Betsy seconded DISCONTINUATION APPROVED
- F. Correspondence:
1. State charitable trust re: filing forms electronically. Newer versions must be used.
- G. Old Business:
1. 2023 Budget: Review draft discussed at Budget Committee meeting – Cost of living-wage increases – Karl was asked for guidance. Discussion has been held at the Selectboard meeting. For the time being, they have landed at 7% for employees that were hired before the 1st of May. The Board would be interested in seeing what the salaries would look like at the cost of living increase amount. Mary is authorized to send

a draft of the budget with the cost of living increase for the employees to the Town. Expenses to date and estimates for the rest of the year can be figured out this week as well.

2. Tamworth Foundation grant: \$3,000 grant for archives received in October; no need for public hearing since amount was less than \$5,000.

H. Library Director's Report:

1. COVID-19 Pandemic: Still providing masks, but not requiring.
2. Programs: December and early winter programming is being planned. Amy has scheduled Face to Face Zoom programs for four Wednesdays in January. A series of programs with the theme "Climate & Community" in partnership with Chocorua Lake Conservancy begins this month. December programs include a lantern making workshop in partnership with Chocorua Lake Conservancy and the Yeomen's Fund for the Arts, and caroling by K.A. Brett School musical groups.
3. Outreach: Polly Mahoney will visit 5th, 7th, and 8th grade classrooms to gather ideas about library programs for this age group. Amy Carter will visit primary grades to read the Ladybug Picture Book Award nominees and gather votes for their favorite book.
4. Staff: Mary Cronin met with library staff members individually for annual library staff evaluations. 2023 library calendar designed by Peggy Johnson and Lucy Gatchell is printed, Friends covered the cost and will collect the proceeds from sales.
5. Bookmobile Committee: Met on November 7, working on creating a budget, finalizing public relations materials, and making decisions about vehicle selection, procurement, and equipment. Anne and Mary will be going to Portland to visit their bookmobile this week. Kris has been researching choosing and obtaining the vehicle, currently some variation of the Ford Transit van.

I. New Business:

1. Art donations: Michele Killeen donated two prints by Barbara "Willey" Fromm. The library already has one of the prints. Perhaps do something other than keeping the duplicate item, e.g. auction. Alex Cook has the rights to Barbara's work. Mary will speak to her about values. Mary asked Lew to write a thank you note to Michele.
2. Winter hours: Resume winter hours of 10-2 for Saturdays in January, February, and March.
3. 2022 year-end budget items: Replace director/bookkeeper desktop; paint the downstairs meeting room. Computerport gave an estimate of \$900 to replace the computer.

J. Committee Reports:

1. NH Library Trustees Association – Anne - The Assistant State Librarian, Lori Fisher, is moving to Maine and will have the State Library there.
2. Nominating: Trustees terms expiring in 2023: Anne Chant, Evan Henderson. At the end of January/beginning of February, decisions will need to be made. Evan intends to continue, Anne does not believe she intends to continue.
3. Friends of CML: Next board meeting is November 15, 2022. – The Annual Meeting was held, with a wonderful speaker. The problem for them is that they have no secretary, and if they cannot find someone, they will lose their nonprofit status. The Library has asked them for a meeting owl, and they are supportive of that purchase. Consider whether this item will be available for loan or not.
4. Building & Grounds: Energy Audit report recommended projects that can be included in an application to ARSL's Resilience in New England Libraries grant, due Nov. 22. Carpet cleaning for traffic areas was done on November 10 after two reschedules. No word from contractor for side entrance walkway project. Downstairs furnace was repaired, annual maintenance for three attic furnaces will be done soon. Elevator/lift will have required testing at the end of the month. Fire extinguishers will be serviced and inspected.
5. Policy: Draft revision of V. E. Disasters and Inclement Weather Policy, including new sections on Active Shooter Threats and Cybersecurity. Betsy reviewed the updated policies. Revisit the cyber security, what have other places throughout the State done. Send one employee per year to this training. Remove drivers license from the information collection section. Overdue materials may be notified by certified letter or by sending the police. A motion to accept the changes to section 5E as presented with the change that drivers license would be dropped and the word Library after Memorial, and to add "threats" to the title was made by Betsy, seconded by Anne.
APPROVED
6. Personnel: Library Director annual review; Library Director Goals for 2023. Goals were sent to the Board, the Committee was able to meet with her. Kris gave a report on the review. 5 trustees and 6 staff filled out the evaluation forms. One of the goals was dropped. 5 goals were distributed to the Board, and read out at the meeting. Thank you Mary! Check with the staff for their suggestions for improving the review form.
7. Technology: Draft technology budget – included, matches what is in the total budget.
8. Strategic plan, 2023-24 update: Schedule meeting of Trustees with staff and any interested members of the public to review values and develop strategic priorities

for 2023-24; date that works for staff is Tuesday, December 6 at 4:30 PM. Several Board members are available to attend that meeting.
Supporting materials include notes from feedback sessions and tabulated community survey results.

K. Public Comment – none

Email addresses re: town email. Allie will follow up on the process of getting them installed on everyone's individual devices.

L. Adjournment – Paul made a motion to adjourn at 6:30 pm, Evan seconded. The meeting was adjourned.

Respectfully submitted,
Melissa Donaldson
Recording Secretary

Next Trustees' Meeting: Monday, December 12, 2022, 5:30 PM