

**COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING**  
**Draft Minutes for December 12, 2022 – 5:30 PM at the library**

- A. Call to order – The meeting was called to order at 5:32 pm by Allie Thompson.
- B. Introductions and Attendance - Present are: Allie Thompson, Anne Chant, Kris Rines, Evan Henderson, Betsy Loughran, Mary Cronin-Librarian, Karl Behr-Selectmen's Representative. Paul Priestman and Lew Prilliman are absent.
- C. Approval of Minutes
1. November 14, 2022 regular meeting minutes – Evan made a motion to approve, Anne seconded. APPROVED
- D. Treasurer's Report:
1. November 2022 Financial Report – Kris made a motion to accept, Betsy seconded. ACCEPTED
  2. Unanticipated funds received
    - a. Unrestricted income over budgeted

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|--------------------------|-------|
| Donation Williams/Grant  | 25.00 |
| Conscience jar donations | 13.00 |
    - b. Copy/Fax/Printer income over budgeted 130.00
    - c. Grant – NHCDF for energy audit 1,800.00

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| Total unanticipated | \$1,968.00 |
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- Betsy made a motion to accept, Kris seconded. ACCEPTED
- E. Correspondence:
1. none
- F. Old Business:
1. 2023 Budget: Review revised draft 3 and options for 5% reduction to the town appropriation amount proposed to Selectmen on December 1. This includes cutting Saturday hours to 10AM to 2PM year-round and 7% hourly increase for staff. Discussion ensued regarding items that were reduced.
  2. Art donations: How to make best use of duplicate Fromm prints – Consider using these as an alternative source of income?
- G. Library Director's Report:
1. COVID-19 Pandemic: Still providing masks, but not requiring.

2. Programs: See December newsletter
3. Outreach: Library will help Carroll County Food Access Network promote and distribute upcoming survey.
4. Staff: A brief staff meeting was held on December 6.

H. New Business:

1. Car accident: On November 29, a car accident destroyed the air conditioning units outside the library and the fence around them. There was damage to three lower level window frames and siding. Chemicals released onto the siding and windows needs to be cleaned up. Town Administrator Keats Myer has filed a claim with Primex, the town's property insurance carrier. Fortunately, no one was hurt. Staff members Amy Carter and Peggy Johnson reacted immediately and appropriately to the emergency. Mary is attempting to get estimates. The building committee should look at figuring out what to do regarding the recommendations of the energy audit suggestions regarding air conditioning.
  2. Art donation: Carol Ewing donated a drawing of ducks by Bob Zimmerman.
  3. Winter hours: Resume winter hours of 10-2 for Saturdays in January, February, and March. Close at 2 on Saturday, December 31, too. Library will be closed on December 26.
  4. 2022 year-end part-time staff stipend-a proposal that some of the funds that would have been returned to the town next year and give it to the staff as something to help for this year. Proposal is one week's pay. Approximate cost would be approximately \$1600. Not holiday, this is for inflation. A motion to approve the one week pay stipend for part time staff was made by Anne, seconded by Evan.
- APPROVED

I. Committee Reports:

1. NH Library Trustees Association – Anne – Lori Fisher moving to Maine as State Librarian. Annual Conference is coming along – AM will be speakers, afternoon will be roundtable discussions. It will be held in May. The theme is First Amendment. RSA's and collection development, social justice, and grant writing are some of the topics that will be covered in the morning sessions. Mobile libraries, futureproofing, social media, new trustees, and policies are some of the roundtable topics.
2. Nominating: Candidate recruiting – Mary gave Anne a name for consideration. Anne suggested a couple of people who are newer to town that could be considerations. Anne and Paul will have a discussion about potential members.
3. Friends of CML: Next board meeting is January 10, 2023. They are speaking about having an Antiques Roadshow. They now have a secretary. Sixty three households

donated to the membership drive. Baby Book Project was discussed. The purchase of a meeting owl was approved. Mary has received it. Town email was discussed. You have to call Cybertron 603-528-2258 to schedule a call time to install the town email onto your computer.

4. Building & Grounds: Application for ARSL's Resilience in New England Libraries grant was submitted to cover cost of switching all lighting to LED, and insulating the Annex basement room. No word from contractor for side entrance walkway project. Fire extinguishers still need to be serviced and inspected. This will be done by the end of the year. Kris suggested taking a different approach to the side entry walkway, perhaps a smaller scale.
5. Policy: Policy updates adopted last month will be published online and in print soon.
6. Personnel:
7. Technology: A new computer for director/bookkeeper was ordered to replace failing one. The BizHub copier was set up for faxing.
8. Bookmobile Committee: Met on December 5. Adopted a goal of summer 2024 to have bookmobile on the road. Will begin PR (Mary shared a draft flyer) and outreach to recruit partner organizations in January. Mary and Anne went to Portland and looked at their bookmobile. Kris suggested meeting with George Cleveland on the radio as an outreach project.
9. Strategic plan, 2023-24 update: Review Strategic Priorities discussion notes – Betsy and Lew attended the staff meeting, Mary took notes and they were distributed to the Board. Betsy spoke about items that can be accomplished in the two years. She feels the two years is a little too prescriptive. Clarification about what “enhance outdoor space” and what that entails. Better seating? Involve public in the decision. Some libraries are doing story lots. Make the area into a learning space – rain barrels, plants that don't need water, etc. Work with a local greenhouse? Engage community through historical resources – Karl spoke about recordings of interviews with people who know some history. Exploring format and accessibility of programs – match technology with a specific program. Address learning loss through literacy building activities – for children. Expanding reach to let people know what library offers – NNHLC libraries to get bookmobile on the road.

Foster deeper community connections priority is still a part of the plan – this has reached a value status as opposed to a priority.

Recognize library staff as a community resource

Items on the list that prioritize communicating items to public – historical resources, generally what the library offers, and the library staff as a community resource.

Should the Board be doing more for the staff to recognize them?

Remove the “Expand our reach” line from the priorities list.

Add some words to “enhance outdoor space” to make it more clear what projects would be possibilities. “as an extension of the library”.

Send out to the two people who are not here and ask them to order the 5 priorities.

Mary will ask the staff for their feedback on this as well.

Move the line about fostering community connects to the values line?

Allie suggests that historical resources and staff resources would be a focus for the next two year period. This could be part of the engage the community piece.

J. Public Comment – none

K. Adjournment – Betsy made a motion to adjourn at 7:07 pm, Evan seconded. The meeting was adjourned.

Next Trustees’ Meeting: Monday, January 9, 2023, 5:30 PM

Respectfully submitted,

Melissa Donaldson

Recording Secretary