

COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
Draft Minutes FOR January 9, 2023 – 5:30 PM at the library

- A. Call to order – The meeting was called to order at 5:33 pm by Allie Thompson.
- B. Introductions and Attendance – Present are: Allie Thompson, Anne Chant, Betsy Loughran, Lew Prillaman, Paul Priestman, Evan Henderson, Karl Behr-Select Board Representative (via Zoom), Mary Cronin-Librarian. Kris Rines is absent.
- C. Approval of Minutes
1. December 12, 2022 regular meeting minutes – Correct spelling of Lew’s last name. Strategic Plan – 9 – story walks. Betsy made a motion to approve as amended, Lew seconded. APPROVED
- D. Treasurer’s Report:
1. December 2022 Financial Report – Allie made a motion to accept, Betsy seconded. ACCEPTED
 2. Unanticipated funds received

Unrestricted income over budgeted	
Conscience jar donations	26.55
Copy/Fax/Printer income over budgeted	149.45
Friends of CML funds for Meeting Owl	1,049.00
Trust Fund Income over budgeted	306.48
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Total unanticipated	\$1,531.48

Anne made a motion to accept, Allie seconded. ACCEPTED
- E. Correspondence:
1. Letter on December 20, 2022 with check for \$1,306.48 from Trustees of the Trust Funds. Check is income earned 12/2021-11/2022 by trust funds designated for the library in Trustees of the Trust Funds’ care.
- F. Old Business:
1. 2023 Budget: Review revised draft 6, overall budget \$273,011, with \$207,916 from town appropriation. Grant expenses were moved to separate line for 2023. The one page version will be in the Town report. Betsy made a motion to approve the carryover funds (\$51,261) Evan seconded. APPROVED
Betsy made a motion to accept the 2023 budget draft dated 1/9/23, Evan seconded. APPROVED (Budget amount \$273,011, \$207,916 from town appropriations.)

2. Car accident: NH DES came to inspect the spill; no word back on mitigation. The insurance claim is still being processed. Estimate to replace A/C units is \$25,000.00.

G. Library Director's Report:

1. COVID-19 Pandemic: Still providing masks, but not requiring.
2. Programs: Face to Face: Zoom Conversations with Neighbors programs began on January 4, will continue weekly through February 8. Take Your Child to the Library day is February 4. Outdoor Storytimes continue weekly. Baby Lapsit time is on hold until spread of winter viruses wanes. Book discussions, writers group, Poetry Hour take place monthly. A group of teens meets to play Dungeons & Dragons weekly. AdventureQuest begins in February. "Climate and Community" series with Chocorua Lake Conservancy, started this past fall and will continue throughout this year. Application for participating in NH Center for the Book's Big Read is in process.
3. Grant report for Tamworth Foundation Wabanaki program series grant was submitted by Juno Lamb at the end of December. We cosponsored this series of programs with Chocorua Lake Conservancy in 2021-2022.
4. Library statistics 2022: Circulation was second highest in the past ten years. Lobby pickups cannot be counted as visits. Teen visits have decreased since the pandemic.

H. New Business:

1. Public Zoom attendance at Library Trustees meetings – should a link be placed on the meeting notices? If a quorum is present in the room, a Board Member who is out of town can attend via Zoom. Anne will bring this issue to the State Library Trustees. The Board supports making the zoom link part of the public notice.
2. Annual report for town report – the single page budget and the written report will be included in the Town Report. She will be adding info about the bookmobile to the written report. Mention that the bookmobile project is due to the success of the summer program.

I. Committee Reports:

1. NH Library Trustees Association – Anne – meeting in person quarterly. They met at the State Library building in Concord. Anne shared photos of the building with the Board. United for Libraries was not renewed due to cost. Some librarians have a length of their term in their contract. Mary does not have a contract.
2. Nominating: Trustee Candidates; filing period open January 25-February 3. The nominating committee has some names that they have been contacting. A couple of teachers have been contacted. A couple of other possibilities were mentioned.
3. Friends of CML: Next board meeting is January 10, 2023.

4. Building & Grounds: ARSL's Resilience in New England Libraries grant was not funded. There is an upcoming opportunity to apply, as part of a Town of Tamworth application, for State of NH Community Center Investment Program grant. No word from contractor for side entrance walkway project. Fire extinguishers still need to be serviced and inspected. Mary has left two messages regarding the extinguisher. She will call someone else if she does not hear from them soon. She will also contact Gary about the walkway.
5. Policy: Policy manual with updates made and approved in 2022 is printed at the library, and posted on the library's website. With Saturday hours reduced by two hours, policy IV.C.1. Hours of Service needs to be updated from "The library shall schedule a minimum of 40 open hours weekly for 52 weeks per year..." to "The library shall schedule a minimum of 38 open hours weekly for 52 weeks per year..." Betsy made a motion to change the policy as reflected above, Evan seconded.
APPROVED
6. Personnel: will be working on this portion this year. Karl will share the Town's draft once it is complete.
7. Technology: UNH's Telehealth Practice Center has asked our library to be part of a USDA grant for funding to improve telehealth access in rural areas. This grant will fund technology equipment. This could include VR headsets for physical therapy, I pads, screens, blood pressure items, pulse-oxygen readers, etc. Mary will coordinate with the Nurses Office for suggestions about items that might be needed.
8. Bookmobile Committee: Met on January 2 – Publicity will be starting soon. Timeline is being created. Two weeks from today they will be presenting the idea to the Rotary Club of Ossipee. Kris is on the Vehicle Committee, and they are working on pricing vehicles. A one page handout will be handed out.
9. Strategic plan, 2023-24 update: Review draft Strategic Plan and decide order of Strategic Priorities. A list of priorities was reviewed and placed in the order below.

1. Address learning loss through literacy building activities
2. Continue exploring format and accessibility of programs.
3. Engage community through the library's historical resources
4. Enhance outdoor spaces as an extension of the library
5. Work with Northern New Hampshire Library Cooperative libraries to get a regional bookmobile on the road.

J. Public Comment

K. Adjournment – Betsy made a motion to adjourn at 6:48 pm, Lew seconded. The meeting was adjourned.

Respectfully submitted,
Melissa Donaldson
Recording Secretary

Next Trustees' Meeting: Monday, February 13, 2023, 5:30 PM