

COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
Draft Minutes - November 12, 2018 – 5:30 PM @ LIBRARY

- A. Call to order - The meeting was called to order at 5:30 pm by Anne Chant. Present are – Anne Chant, Allie Thompson, Robin Gordon, Evam Henderson, Sheryl Power, Nate Winship, Mary Cronin, and Willie Farnum, Selectmen’s Representative. Skip Nason is absent.
- B. Approval of Minutes of October 1, 2018 regular meeting. Allie made a motion to approve, Robin seconded. APPROVED
- C. Treasurer’s Report:
1. October 2018 Financial Report – discussion was held around the percentages on the budget. Robin is concerned that one seemed low. Building maintenance tends to be low until the end of the year when inspections and snow come in. Robin asked about the bookkeeping services. There is extra built in for the chance that there is an audit. Robin made a motion to approve the financial report, Sheryl seconded. APPROVED
 2. Unanticipated funds received

a. Conscience jar donations	27.00
b. Donations: Nickerson	400.00
c. Copier income over budgeted	12.39
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Total unanticipated	\$439.39
- Evan made a motion to accept the unanticipated funds, Sheryl seconded. APPROVED

Mary read the fiscal policy to the Trustees of the Trust Funds. There is discussion about a small investment (\$125 PDIP funds). Mr. Seston explained his understanding. He feels that if there is a capital reserve from the Town that must go through them. If there is private money given to the Town for the library it must go through the trustees. If someone leaves money directly to the Library, then the Library Trustees are responsible to accept it and manage it. There is an RSA that permits the trustees to accept gifts. If clarification is needed, they can research further. Consensus is that the small investment should be spent. The auditor says that we need to have a fiscal policy. Mr. Seston recommends asking the auditor why they are saying that, in order to understand better. The Attorney General appears to accept the Trustee Investment Policy. Mary should call to find out who is to manage private donations. If all the funds go to the Trustees of the Trust Funds the library would not need an investment policy. The policy can be adjusted as needed.

- D. Correspondence:
1. Email from Jan Hammel – Anne shared the email received from Ms. Hammel. It was very complimentary, regarding the Strategic Plan for Cook Library.

Allie brought in an article to share.

E. Old Business:

1. 2019 Budget: Mary Cronin attended a meeting with Advisory Budget Committee on October 30 to review library budget. There were no big questions.

F. Library Director's Report:

1. Programs: Baby Lapsit time met weekly. Five storytime programs were held in October. Amy held two reading club nights for children in October, with 24 attending. 4-H Tamworth Makers Club led by Claes Thelemarck continues to meet on Mondays. About 13 children aged 9 to 13 participate. They are working on coding. Lego Club has increased participation, 10 came on November 7. Two teen volunteers, Derek Longley and Judah Robinson, have been recruited to help with Lego Club. Tat Schmidt volunteered to start a weekly Chess Club; nine people came to the first meeting on November 6. (Teen volunteer opportunities and teen program leadership meet strategic priority "programming for teens.") Thirty people attended a talk by Sandy Stott on his book Critical Hours. Sixty people attended a talk on fungi by Susan Goldhor. Six people attended Movie Night on October 30 to watch "Mamma Mia Here We Go Again". Tamworth Community Nurse Association and Tamworth History Center in conjunction with Chocorua Lake Conservancy used the library's meeting room for programs in October. Twenty people came to observe the Moon on October 20 with Marc Stowbridge. Sixteen people came to hear moon-themed poems on October 22. Eighty-two people attended a Mountain Rescue Stories program on October 17. UUFES provided their Meetinghouse's upstairs room for this program, which outgrew our meeting room space. Four people came to discuss Mary Shelly's Frankenstein on October 31. About 55 people of all ages stopped to trick-or-treat at the library on October 31. The Veterans Program was well attended. Coffee and cookies, etc. were served. People brought cookies, as well as pictures and displays.
2. Staff: Some staff annual review meetings were held, the rest are scheduled for the next week.
3. Outreach: Amy Carter made two visits to K.A. Brett School to read Ladybug Picture Book award nominees and have students vote on their favorite title. Kathie Dyrenforth brought books and library info to WIC at the Tri-County CAP building. Jackie Thompson delivered books to individuals and the meeting room at Remick Acres on October 31. Mary attended meetings of the Tamworth Veterans Advisory Committee on October 3 and November 7. Mary contacted S.A.U. 13 to ask if they would like to make their community survey available at the library; they do. It is on the desk.
4. Grant opportunity mentioned last month: Mary watched the film "American Creed" and thought it didn't seem engaging enough to attract an audience. Other, more participatory programs to address strategic priority "deeper community connections and understanding" are being explored, including ones in cooperation with other libraries and community organizations. Diversity Festival is being considered at the

Conway Library. (Human Library) Conway has applied to do the Human Library. Mary received an offer for free Narcan. She has contacted Chief Colcord about this. She will follow up on that.

G. New Business:

1. Investment Policy: Policy Committee invited Trustees of the Trust Funds to attend this meeting to compare notes on trust funds and investment policies. (SEE ABOVE)
2. Northern NH Library Cooperative co-operative agreement: review and discuss any needed changes to agreement if adding another library. Discuss new policies that may be needed. It was drafted in 2013. It is brought up because Conway has asked to join. Does anything need to change? For example, it mentions each library being responsible for one third. This will have to change if another library comes on. Could section 7 be removed? A meeting of all 4 libraries together would be effective for this review. Would the Boards want a legal review of it? Mary would like at least one trustee to go to that meeting. April is the Annual Meeting. It needs to be done before then. It could be conditionally approved before that meeting. Mary will set up the meeting. Each Board should look at the product and approve it before sending it back. This process needs to start as soon as possible. The Board should be prepared to discuss this at the next meeting. There is a library consortium around Manchester that may have some useful documents for this Board.
3. Holiday Open House and Potluck is scheduled for Tuesday, December 11, beginning at 6:00 PM.

H. Committee Reports:

1. Friends of CML: Friends of Cook Memorial Library will hold a board meeting on Tuesday, November 13.
2. Building & Grounds: Bird feeder is in place in front of the library; there have been many "happy to see this here" comments. The library will participate in Project Feederwatch, submitting bird counts to Cornell Lab or Ornithology. Visitors to the library will be encouraged to help count. Some of the funds provided by the Friends of Cook Memorial Library for exterior improvements were used for the tube feeder and stand. Two more feeders were donated.
3. Willie has installed the cement berm outside.
4. Technology: Spectrum is scheduled to install internet upgrade on December 3. Addresses strategic priority "faster internet." Mary is considering calling Joel to see if we may need to do some new configurations. We will now have a static IP and it will not change any more.
5. Personnel: Annual evaluation of Library Director was completed. Mary's 2019 Goals have been distributed to the Board.
5. Policy: Committee met on October 2 to discuss policies in Section I: Governance. This is ongoing. More information is needed before drafting an Investment Policy. Sheryl mentions the employee concerns about holidays. This is a policy that will need to be looked at.
6. Willie Farnum - Transfer station recycling is in an uproar. There will be a hearing on Thursday, the 15th of November, at 6 pm. This is regarding changing the rate and

clarifying issues with contaminated recyclables. The Selectmen have not discussed wage increases at this time.

I. Public Comment - none

J. Adjournment – Robin made a motion to adjourn at 6:41 pm, Sheryl seconded.

Next Meeting: Monday, December 10, 2018, Cook Memorial Library—5:30 PM