

**COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING**  
**Draft Minutes FOR August 14, 2023 – 5:30 PM at the library**

- A. Call to order- The meeting was called to order at 5:31 pm by Allie Thompson.
- B. Attendance – Present are: Allie Thompson, Betsy Loughran, Evan Henderson, Kris Rines, Lew Prillaman, Paul Priestman, Mary Cronin-Librarian, Karl Behr-Select Board Representative. Kristel Faris is absent.
- C. Approval of Minutes
1. July 10, 2023 regular meeting minutes – Betsy made a motion to approve, Lew seconded. APPROVED
- D. Treasurer’s Report:
1. July 2023 Financial Report – Paul made a motion to accept, Betsy seconded.  
ACCEPTED
  2. Unanticipated funds received
    - a. Unrestricted income over budgeted
      - i. Conscience jar donations 13.00
      - b. Grant – NH Charitable Foundation Library Technology Grant funded by Bernice Clay Fund for Lifelong Learning 4,200.00

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Total unanticipated	\$4,213.00
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Betsy made a motion to accept, Kris seconded. ACCEPTED
- E. Correspondence:
- 1.
- F. Old Business:
1. Volunteer appreciation – consider putting in budget next year. Mary and staff will come up with something. 20-25 is the average number of volunteers. Usually held in September.
- G. Library Director’s Report:
1. Tamworth Summer Enrichment Program: We will be providing space and programming in cooperation with 4-H for this weeklong day program for Tamworth children. It will take place the week of August 21 and has been organized by Kent Hemingway, Tamworth Recreation, and K.A. Brett School.

2. Programs: See August newsletter for list and descriptions of eighteen August programs. On August 16 from 5:00 to 7:00 we will be holding our Summer Reading Program Block Party Celebration. The Tamworth Foundation provided funds for this community event when there will be music by Mitch Alden and pizza from White Gates Farm. We will be holding a weekly afterschool Lego Club in cooperation with Tamworth Recreation beginning in September. We will be participating in a radon detection program sponsored by Green Mountain Conservation Group. This will include adding radon detector devices to the library's collection for patrons to borrow.
3. Library of Things: With the grant from NH Charitable Foundation, we'll be adding a number of devices and rebranding our "Library of Things" to make them easier for patrons to find and use.
4. Staff: Mary will be away for the September Trustees meeting.
5. Outreach: Amy Carter made two visits to Bearcamp Center's summer camp with books to give away and information about library programs. Amy also attended the Children's Literacy Foundation's author and new book giveaway program at the Bearcamp Center. We helped with the grant that brought this program to the Center. In September, our library will take part in a diaper drive to restock the Diaper Depot that provides free diapers to families in need which has a location at the Tri-County CAP building in Tamworth.

H. New Business:

1. Library parking: We've had a number of complaints this summer about the lack of parking spaces for patrons with limited mobility. This will be the first item on the agenda at the August 24 Select Board meeting. Road Agent Richard Roberts will be part of this discussion. One additional suggestion we've received is to post a "no idling" sign in front of the library.
2. New staff position: Youth program assistant, 2 hours per week at \$12/hour to assist with afterschool programs, initially Lego Club. Budget for 10 weeks' wages plus FICA for the remainder of 2023 will be \$258.36. See draft job description. Evan made a motion to create the position, Kris seconded. APPROVED
3. 2024 budget: first draft coming for September meeting; items to make sure to include-youth program assistant, more janitorial, professional development (ask Friends?) One summer position could be added for next year. Hot spot plan needs to be upgraded. Contact Mary with any other suggestions before September.
4. October meeting date: second Monday is Columbus Day. Revisit at September meeting.

5. Holiday hours for Thanksgiving: Discuss adding Friday after Thanksgiving to closed days. A motion to change the policy to reflect closure on the Friday after Thanksgiving was made by Betsy, seconded by Kris. APPROVED
6. Kris Rines is resigning due to health issues.

I. Committee Reports:

1. Nominating: Forward any ideas for new Trustee to Paul. Junior trustee position?
2. Friends of CML: Executive board met on July 11. Book sale will be held on August 19. Annual meeting is scheduled for September 23.
3. Building & Grounds: Committee met on August 2 to review proposals for side entrance railing and discuss replacing fluorescent tubes with LED. Paul Booska built and installed the post for the side entrance. Betsy Brisbois made and installed privacy/insulating curtains for computer alcove in the front room. This space can now be reserved and used by the public for telehealth and other videoconferencing meetings. Send gift certificates and thank you notes to them for their contributions.
4. Personnel: Library Director's annual review due to begin in September. Betsy & Lew.
5. Policy: Met July 26 to wrap up work on Section II: Personnel Policy. See document with draft changes. Betsy reviewed the changes that are suggested. Under termination, Allie offered a couple of changes. The disciplinary procedure involves three steps....and remove the sentence about "particular situations" at the first occurrence of it.  
Lew left at 6:45 pm.  
In mileage section – Allie suggests changes – remove "in a vehicle" and "The library is to be used as a starting point..." should be moved up.  
A motion to accept Section 2 as revised was made by Betsy, seconded by Allie.  
APPROVED
6. Technology: NHCF Library Technology Fund grant was awarded and purchases have been made. News of the grant will be added to the library's website and appear in the September newsletter. See press release in local paper.
7. Bookmobile Committee: See 8.e.
8. Strategic plan, 2023-24 update:
  - a. Address learning loss through literacy building activities: Tamworth Foundation provided funding for a reading celebration for the whole community to be held this month.
  - b. Continue exploring format and accessibility of programs: New smart TV opens new opportunities for programs and meetings.
  - c. Engage community through the library's historical resources: There are two more historical town record books to be digitized; Molly will review them at the

town office and write descriptions to post until the books can be scanned and made available online.

- d. Enhance outdoor spaces as an extension of the library: Still working on side entrance. Will recruit volunteers for fall garden cleanup.
- e. Work with Northern New Hampshire Library Cooperative libraries to get a regional bookmobile on the road: Bookmobile Committee held a meeting on August 7. Profile Subaru has offered parking for the bookmobile, and they have a charging station. An MOA is needed, Kris will send a draft to Mary. Electric vans are available.

J. Public Comment – Karl commended the library and director.

K. Adjournment – Evan made a motion to adjourn at 7:00 pm, Betsy seconded. The meeting was adjourned.

Respectfully submitted,

Melissa Donaldson

Recording Secretary

Next Trustees' Meeting: Monday, September 11, 2023, 5:30 PM