

COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
Draft Minutes FOR September 11, 2023 – 5:30 PM at the library

- A. Call to order – The meeting was called to order at 5:32 pm by Allie Thompson.
- B. Attendance – Present are: Allie Thompson, Karl Behr-Selectboard Representative, Lew Prillaman, Betsy Loughran, Kristel Faris, Paul Priestman (5:45pm). Evan Henderson and Mary Cronin-Librarian, are absent.
- C. PUBLIC HEARING: This hearing was published in the August 31, 2023 Conway Daily Sun, posted at the library, at the Tamworth Town Office, Tamworth Post Office, and on the library's website in accordance with RSA 202-A:4-c, adopted at the Town of Tamworth 1996 town meeting.
- Vote whether to accept a grant from New Hampshire Humanities in the amount of \$5,727 for the purposes of the One Book One Valley community read program. The grant will come in two installments: 90% at beginning of grant period, then 10% after grant report is submitted. Cook Memorial Library is fiscal agent for this grant due to requirement for SAM.gov registration; Friends of Cook Memorial Library, fiscal agent for One Book One Valley, are not registered for SAM.gov, the online tool used for federal grants.
- A motion to accept the funds (\$5727) was made by Betsy, seconded by Lew. APPROVED
- C. Approval of Minutes
1. August 14, 2023 regular meeting minutes – Lew made a motion to approve, Betsy seconded. APPROVED
- D. Treasurer's Report:
1. August 2023 Financial Report – Betsy made a motion to accept, Kristel seconded. ACCEPTED
 2. Unanticipated funds received
 - a. Unrestricted income over budgeted
 - i. Conscience jar donations 67.00
 - b. Grant for One Book One Valley 5,055.00
 - Total unanticipated \$5,122.00
- Kristel made a motion to accept, Betsy seconded. ACCEPTED
- E. Correspondence:

- 1.

F. Old Business:

1. Volunteer appreciation breakfast: Wednesday, September 20 at 9:30 AM
2. 2024 Budget: Review first draft – Allie led the group through the draft budget. Salaries – are broken out on a separate sheet. Allie explained what the three proposed new part time positions are. Currently a 4% increase is listed. Look at 3% increases also. Look at the Federal cost of living. Personnel – Betsy and Lew are members. The draft budget was reviewed line by line. Will we need money to spend on the bookmobile next year? Professional development fund-this is a new line in the budget. How is the hotspot connected – satellite or cellular? Will it be necessary with the broadband initiative?
3. Next Meeting – Columbus Day. This date is still fine with the Board. Paul is not able to attend.

G. Library Director's Report:

1. Summer Programs: We offered 22 programs in July and August with 834 attendees of all ages. Our Summer Reading Program celebration on August 16th had 63 in attendance. Heather LeTarte generously donated the pizza for reading program participants. Last month's Tamworth Summer Enrichment Program week-long program was a success; we provided two afternoons of programming for forty children. We also provided space at the library for 4-H to provide programming.
2. Fall Programs: Lego Club will be offered weekly in partnership with Tamworth Recreation. Adult Book Group discussion and Cookbook Book Club will be held this month. A community potluck and conversation on Tamworth's energy outlook will be held in partnership with Chocorua Lake Conservancy and Tamworth Energy Committee on September 27.
3. Library of Things: These items available to borrow have been made easier to find via a link on the library website and the online library catalog. More Library of Things items will be added to the catalog this fall. We've had several requests from organizations to borrow the Meeting Owl conference camera; it seems time to add this to the Library of Things and allow it to circulate with a signed borrower agreement.

H. New Business:

1. SHARP grant: The unspent balance of this 2022 grant--\$7,457.73 for archives intern-- does not need to be returned to New Hampshire Humanities. Instead, other library expenses incurred during 2022 that would have been allowed by the broader grant program (supervisor hours, equipment, internet, hotspots) have been reallocated to

this grant. \$6,462.79 of the reallocated funds were for items paid for with 2022 town appropriation and can be used to decrease this year's appropriation request from the town. \$994.94 of the reallocated funds were for equipment paid for with funds provided by the Friends of Cook Memorial Library and can be retained by Library Trustees.

2. Continue offering Zoom of the Trustee meetings? If we are going to do it, it needs to be consistent. Invitation for discussion about bookmobile? Public comment session?

I. Committee Reports:

1. Nominating: we need one board member.
2. Friends of CML: Friends of CML annual meeting will be held September 23 at 11:00 AM, and will include lunch and a talk by Juno Lamb, Program and Outreach Director for Chocorua Lake Conservancy. They request that the Trustees attend their meeting if possible.
3. Building & Grounds: Railing installation is next step in side entrance project. GoshAnge will be the contractor.
4. Personnel: Library Director's annual review due to begin in September.
5. Policy: Updates adopted at August's meeting have been made and posted online. A new document for the updated policies has been shared with Trustees.
6. Technology: Reviewing Technology Budget for 2024
7. Bookmobile Committee: See 8.e.
8. Strategic plan, 2023-24 update:
 - a. Address learning loss through literacy building activities:
 - b. Continue exploring format and accessibility of programs: Zoom meetings
 - c. Engage community through the library's historical resources: Eleven people have volunteered to help transcribe historical town records recently posted on the library's online archive website. A meeting will be held on September 29 to go over the project.
 - d. Enhance outdoor spaces as an extension of the library: Still working on side entrance.
 - e. Work with Northern New Hampshire Library Cooperative libraries to get a regional bookmobile on the road: Bookmobile Committee held a meeting on September 5, grant application to Manton Foundation is in the works. Manton Foundation can grant funds to public libraries. Discuss whether Cook Memorial Library can act as fiscal agent for the bookmobile at this initial stage of the project. Discuss this with Mary.

J. Public Comment

K. Adjournment – Kristel made a motion to adjourn at 6:43 pm, Betsy seconded. The meeting was adjourned.

Respectfully submitted,
Melissa Donaldson
Recording Secretary

Next Trustees' Meeting: Monday, October 9, 2023, 5:30 PM