

COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
Minutes FOR October 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. Attendance – Present are: Allie Thompson, Evan Henderson, Lew Prillaman, Kristel Faris. Paul Priestman, Betsy Loughran, and Karl Behr – Select Board Representative are absent.
- C. Approval of Minutes
1. September 11, 2023 regular meeting minutes – H2 – clarify Include a public comment – posting to include a prompt for public comment. Kristel made a motion to approve as amended, Lew seconded. APPROVED
- D. Treasurer's Report:
1. September 2023 Financial Report – Allie made a motion to accept, Lew seconded. ACCEPTED
 2. Unanticipated funds received

a. Conscience jar donations	11.05
b. Copy/fax/scan income over budgeted	5.05
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Total unanticipated	\$16.10

Evan made a motion to accept, Kristel seconded. ACCEPTED
- E. Correspondence:
1. NH Library Trustees newsletter is being received by everyone.
- F. Old Business:
1. 2024 Budget: Review second draft – included in the packet. The draft was reviewed. PDIP fund is making more interest than it used to. \$8100 Wish List has been approved by the Friends. \$259,725.00 is the total. A grant for the bookmobile will be submitted by the end of the year. Jackson has dropped out of the bookmobile project. Tamworth, Madison and Conway are participating. The draft was reviewed line by line. Salaries were shown at a 3% and a 4% COLA increase. A Program Assistant may be needed in the summer.
- G. Library Director's Report:
1. Programs: See October newsletter for this month's program. We have borrowed the State Library's "kitchen in a box" to use for programs. The library will be open during the village trick-or-treating on October 31 with treats and book giveaways.

2. Staff: A staff meeting is planned for October 16.
3. Volunteers: We had a meeting with four volunteers for the historical Tamworth Town Records transcribing project on September 30. Work has already begun, and more volunteers are waiting to be trained. Molly Foye organized the project and made a handout with instructions and resources for the volunteers.
4. Grants: Mary Cronin will attend an information session with the NH Community Development Finance Authority on a new round of Community Center Development (infrastructure) grants they will be managing as part of the American Rescue Plan.

H. New Business:

1. Town Budget hearing: Library budget will be discussed at the Selectmen's meeting on October 26 at 6:00 PM. Evan will attend, Mary will attend via Zoom.
2. Trustee training: NHLTA will hold a Trustee Orientation workshop on October 23.

I. Committee Reports:

1. Nominating: Trustee vacancy. Post on the Exchange? Put up a sign in the library.
2. Friends of CML: Annual meeting was on Sept. 23. Next board meeting is Nov. 14. They are concerned about the plant sale due to jumping worms. Contact the Extension Service.
3. Building & Grounds: Elevator/lift is occasionally being troublesome. Technician checked it out. Because of its age (20+ years), parts and repairs are more expensive. We are waiting for the railing to be installed on the walkway.
4. Personnel: Library Director's annual review.
5. Policy:
6. Technology: Reviewing Technology Budget for 2024 – meeting on October 11 at 4:30
7. Bookmobile Committee: See 8.e.
8. Strategic plan, 2023-24 update:
 - a. Address learning loss through literacy building activities: Planning adult book discussions for fall-winter-spring on Zoom. Ordered children's books in large print which can help struggling readers. Will order ten children's books with audio included with memorial funds. Will order more in 2024 with Friends funds.
 - b. Continue exploring format and accessibility of programs: Planning Zoom programs for adults for winter. Community conversation and potluck on Sept. 28 was enjoyed by group of 24 people.
 - c. Engage community through the library's historical resources: Chris Clyne and Peggy Johnson have helped Tamworth History Center and UUFES locate local history resources for their community programs in the past month.

- d. Enhance outdoor spaces as an extension of the library: Soon there will be a railing. Town Maintenance Director Richard Moreau fixed the stone wall between the library and the Lyceum.
- e. Work with Northern New Hampshire Library Cooperative libraries to get a regional bookmobile on the road: Bookmobile Committee held a meeting on October 2. Committee members are gathering letters of support from community partners and a budget is being developed. All information for the bookmobile committee and project can be found on the NNHLC website, <https://nnhlc.aspendiscovery.org/bookmobile>. Discuss whether Cook Memorial Library can act as fiscal agent for the bookmobile at initial stage of the project. The grant is through the Manton Foundation. Jackson has dropped out, but discussions are happening with Ossipee about future participation. A 501c3 is not required for this grant. Curtis Memorial Library of Brunswick has a bookmobile, check this out to see what is being done. Make a decision about the fiscal agent at the November meeting.

J. Public Comment

K. Adjournment – Evan made a motion to adjourn at 7:18 pm, Lew seconded. The meeting was adjourned.

Respectfully submitted,
Melissa Donaldson
Recording Secretary

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