

**COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING**  
**Minutes FOR November 13, 2023 – 5:30 PM at the library**

- A. Call to order – The meeting was called to order at 5:32 pm by Betsy Loughran.
- B. Attendance – Present are: Allie Thompson, Evan Henderson, Betsy Loughran, Paul Priestman, Kristel Faris, Karl Behr-Select Board Rep, Mary Cronin-Librarian, Lew Prillaman (5:34 pm)
- C. Approval of Minutes
1. October 9, 2023 regular meeting minutes – Evan made a motion to approve, Paul seconded. APPROVED
- D. Treasurer's Report:
1. October 2023 Financial Report -Evan explained the report. Paul made a motion to accept, Evan seconded. ACCEPTED
  2. Unanticipated funds received

a. Conscience jar donations	20.00
b. Copy/fax/scan income over budgeted	227.50
c. Program grant over budgeted	250.00
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Total unanticipated	\$497.50

Kristel made a motion to accept, Lew seconded. ACCEPTED
- E. Correspondence:
1. Quotation for lift repair - \$852.18
- F. Old Business:
1. 2024 Budget: Betsy Loughran and Mary Cronin attended the Selectboard meeting on October 26 to present the library budget for 2024. Next draft of the 2024 budget will be prepared for the December Trustees' meeting. The increase of the cost of living percentage was discussed. Mary will calculate at 3.2% for review.
- G. Library Director's Report:
1. Programs: See November newsletter for this month's program. 3<sup>rd</sup> Saturday in December will have a program – music, etc.
  2. Staff: Director and two staff members are interested in starting a Library Sustainability Committee, and will welcome Trustees, Friends, and community representation.

3. Grants: Mary Cronin is working with Energy Committee to bundle grants for energy improvements identified in library's and town's energy audit, including for the library basement insulation, rooftop solar, heat pumps for lower level, and air exchanger. Also working on bookmobile grant and accessibility grant.

H. New Business:

1. Town audit report 2022 – very similar to last year.

I. Committee Reports:

1. Nominating: Trustee vacancy – Amy Huppie is interested.
2. Friends of CML: Next board meeting is Nov. 14.
3. Building & Grounds: Elevator/lift will be inspected November 15. We have a quote for \$852.18 to repair it. It is working, but has some parts that are wearing out. Carpets will be cleaned at the end of the month. The railing is done and looks very nice. A quote from a plumber was received, to replace the handles on the sink. (\$500 +/- plus installation). A CFL fixture downstairs will be replaced.
4. Personnel: Library Director's annual review. – not done yet. Betsy and Lew are on the committee. Meet with Mary regarding the process.
5. Policy: done for this year. Will meet again in January or February.
6. Technology: met last month, reflected in next year's budget.
7. Bookmobile Committee: See 8.e. A joint meeting to discuss the grant might be helpful.
8. Strategic plan, 2023-24 update:
  - a. Address learning loss through literacy building activities: Will order Vox Books (audio and book in one) for children's collection.
  - b. Continue exploring format and accessibility of programs: Invited people interested in playing board games to come together to plan a regular program. First meeting on November 7 was a success and fun.
  - c. Engage community through the library's historical resources: Volunteers for transcribing project will meet monthly to share tips, ask questions.
  - d. Enhance outdoor spaces as an extension of the library: The railing is installed. The walkway and lawn will be taken care of in the spring.
  - e. Work with Northern New Hampshire Library Cooperative libraries to get a regional bookmobile on the road: Bookmobile Committee will share and discuss the Manton Grant application with all Boards of Trustees before sending. Will be looking for formal commitment from all three libraries. Letters of support from community organizations are being gathered.

J. Public Comment

K. Adjournment –Evan made a motion to adjourn at 6:17 pm, Kristel seconded. The meeting was adjourned.

Respectfully submitted,

Melissa Donaldson

Recording Secretary

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