

**COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING**  
**Minutes FOR December 11, 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, Kristel Faris, Paul Priestman, Betsy Loughran, Lew Prillaman, Evan Henderson, Mary Cronin-Librarian
- C. Approval of Minutes
1. November 13, 2023 regular meeting minutes – Old business – add increase of the cost of living percentage. Correct Prilliman to Prillaman. Evan made a motion to approve as amended, Betsy seconded. APPROVED
- D. Treasurer's Report:
1. November 2023 Financial Report – Evan reviewed the report. Betsy made a motion to accept, Kristel seconded. ACCEPTED
  2. Unanticipated funds received

a. Conscience jar	2.00
b. Copy/fax/scan income over budgeted	105.50
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Total unanticipated	\$107.50

Kristel made a motion to accept, Lew seconded. ACCEPTED
- E. Correspondence:
1. Staff member request for an 8-week leave of absence in 2024 – April and May. Mary recommends granting this request.
- F. Old Business:
1. 2024 Budget: Review third draft – Mary led the Board through the draft budget. There are two pages reflecting staff at 4% increase and at 3.2% increase. In the 4% there is a 4 hour archivist position, 2 hours a week for additional cleaning and a 4 hour summer sub/assistant. The 3.2% reflects the same staff positions, but no additional for janitor. A motion to approve the new positions for the 2024 budget was made by Evan, seconded by Betsy. APPROVED  
A motion to approve the increase at 4% was made by Evan, seconded by Lew. APPROVED
- G. Library Director's Report:

1. Programs: See December newsletter for this month's programs. The library's Holiday Open House will be held on Saturday, December 16 from 11 to 1. Music, crafts, cookies and coffee/tea are planned.
2. Staff: Mary Cronin conducted annual review meetings with staff members.
3. Grants: An application for a 2024 Sustainable and Resilient New England Libraries Grant Application for \$15,000 to fund installation of an Energy Recovery Ventilator system on existing HVAC will be submitted on or before December 18. The library will gain new technology equipment related to health and wellness thanks to a partnership with UNH's Center for Digital Health Innovation and a USDA grant received by UNH. Some of this equipment will be shared with Tamworth Community Nurse Association. A grant request for automatic door openers was submitted today (\$10,000).  
The website is being updated. Mary is working on this.

H. New Business:

1. NNHLC Bookmobile Committee Proposal and notice of joint meeting of Boards of Trustees scheduled for January 2. This Board is supportive of this project.
2. Security System Monitoring call list – list needs to be updated. Let Mary know if you are interested in being on the call list.

I. Committee Reports:

1. Nominating: Trustee vacancy – A couple of possibilities were discussed. Scott and Suzanne.
2. Friends of CML: Next board meeting is Jan. 9. At the last meeting they discussed the Open House and cookies. They also spoke about budget.
3. Building & Grounds: Elevator/lift passed inspection. Carpets were cleaned. Town Maintenance Director has purchased a floor cleaner which will be used to clean the floors at the library along with other town buildings.
4. Personnel: Library Director's annual review – reviews have been submitted. A meeting with Mary will be held a week from tomorrow.
5. Policy: will be looking at job descriptions next year.
6. Technology:
7. Bookmobile Committee: See 8.e.
8. Strategic plan, 2023-24 update:
  - a. Address learning loss through literacy building activities: Amy Carter has added a weekly baby and toddler time
  - b. Continue exploring format and accessibility of programs: Trying something new for holiday community gathering this year

- c. Engage community through the library's historical resources:
- d. Enhance outdoor spaces as an extension of the library:
- e. Work with Northern New Hampshire Library Cooperative libraries to get a regional bookmobile on the road: Bookmobile Committee has prepared a proposal for a bookmobile program.

J. Public Comment

K. Adjournment – Evan made a motion to adjourn at 6:30 pm, Betsy seconded. The meeting was adjourned.

Next Trustees' Meeting: Monday, January 8, 2023, 5:30 PM

Respectfully submitted,  
Melissa Donaldson  
Recording Secretary