

**COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING**  
**Draft Minutes FOR January 8, 2024 – 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, Betsy Loughran, Paul Priestman, Kristel Faris, Karl Behr-Select Board Representative, Mary Cronin-Librarian, Lew Prilliman.
- C. Approval of Minutes
1. December 11, 2023 regular meeting minutes – Evan made a motion to approve, Betsy seconded. APPROVED
- D. Treasurer's Report:
1. December 2023 Financial Report – Lew made a motion to accept, Paul seconded. ACCEPTED
  2. Unanticipated funds received

a. Conscience jar	8.00
b. Copy/fax/scan income over budgeted	162.00
c. Unrestricted donations over budgeted	1,050.00
d. Trust fund income over budgeted	712.40
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Total unanticipated	\$1,932.40

Kristel made a motion to accept, Betsy seconded. ACCEPTED
- E. Correspondence:
1. Email from Bookkeeper about new hourly rate, \$70 effective January 1, 2024.
  2. Town auditors are looking for an update on the controls sheet. Audit is coming up in March.
- F. Old Business:
1. 2024 Budget: Review fourth draft for town report- staffing budget presentation was changed. Earned time out has been separated out. 100% coverage on ETO is not necessary. Reduced approx. \$5000. Carryover funds are shown. Evan made a motion to move draft 4 of the budget forward, totaling \$251,191 with \$222,447 coming from town appropriation. Krystel seconded. APPROVED
  2. NNHLC Bookmobile Committee: Letter of commitment for project – discuss at February 5 meeting. Agreements on budget need to be formed. Betsy is concerned that the budget is deficient in terms of oversight, bookkeeping. The budget is too

low. Contracts for oversight and operations are a consideration. Mary indicated that there will be an employee of the bookmobile. Draft letter of commitment is suggested for February.

G. Library Director's Report:

1. Programs: See January newsletter for this month's programs. Climate & Community program series started in 2022 by our library and Chocorua Lake Conservancy has evolved to invite participation by community organizations. This year's theme is creative responses to climate change. There is a shared calendar to list programs that fall under the "Climate & Community" umbrella.
2. Staff: Solenne Wilkinson will begin trial period training to be a circulation assistant.
3. Website: Mary hopes to make the switch to the new site by the end of the month.
4. Sustainability Committee: New committee of three staff members met on Jan. 5. Ideas of things to do and things that are already being done were discussed.
5. Statistics from 2023 and narrative for Town Report were included in the packets. Allie suggested adding a blurb about the bookmobile to the narrative.

H. New Business:

1. Town Budget hearing will be held Wednesday, February 7 at 6:00 PM in the library's meeting room; if needed, it will be continued on February 8, same time, same place.
2. Grant applications not included on 2024 on warrant as none are certain:
  - a. Municipal Solar Grant: RFP will be released later this winter. Tamworth is considered a disadvantaged community in Carroll County. That makes us a Tier 1 applicant, which will give 95% coverage with grant funding.
  - b. ALA-LTC 2023 Accessible Small and Rural Communities Grant: Application for \$10,000 for automatic door openers and programming was submitted in December, notification expected February 15, 2024.
  - c. ARSL Resilience in New England Libraries Grant: Application for \$15,000 for installing energy recovery ventilators on the main floor HVAC system was submitted in December, notification expected February 9, 2024.
3. Library Director goals for 2024 – goals were discussed. Goal 4 is moved to Policy Committee. The rest of the goals remain in the order presented.

I. Committee Reports:

1. Nominating: Filing period for town officers is January 24 through February 2. Betsy and Allie need to sign up, there are two open positions. Possibilities were mentioned. Paul will reach out to them.
2. Friends of CML: Next board meeting is Jan. 9

3. Building & Grounds: Maintenance Director will begin taking care of trash removal
4. Personnel: Library Director's annual review – Lou and Betsy worked on this. Mary received high grades.
5. Policy: will be working on job descriptions, forms, etc this year. Kristel volunteered to be on the committee.
6. Technology:
7. Bookmobile Committee: NNHLC Bookmobile Committee met January 2
8. Strategic plan, 2023-24 update:
  - a. Address learning loss through literacy building activities: In 2024, we started a "Be a reader" campaign which will be used in various ways to encourage reading and reading improvement for all ages and abilities throughout the year.
  - b. Continue exploring format and accessibility of programs: Winter Zoom program attendance will show the community's continued need (vs expressed want) for remote programming.
  - c. Engage community through the library's historical resources: There are four new volunteers for town records transcribing project.
  - 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 is forming a Project Launch Committee and working on agreements and organizational structure.

J. Public Comment – Another great meeting, per Karl. Lou encouraged attendance at the climate event.

K. Adjournment – Evan made a motion to adjourn at 6:51 pm, Betsy seconded. The meeting was adjourned.

Next Trustees' Meeting: Monday, February 12, 2024, 5:30 PM

Respectfully submitted,  
Melissa Donaldson  
Recording Secretary