

COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
Minutes for December 10, 2018 – 5:30 PM @ LIBRARY

- A. Call to order – The meeting was called to order at 5:30 pm by Anne Chant. Present are – Anne Chant, Allie Thompson, Robin Gordon, Evan Henderson, Sheryl Power, Nate Winship, and Mary Cronin. Skip Nason and Willie Farnum are absent.
- B. Approval of Minutes of November 12, 2018 regular meeting: Correct spelling of Evan's name. PDIP funds are \$125.84. Allie made a motion to approve with corrections, Evan seconded. APPROVED
- C. Treasurer's Report:
1. November 2018 Financial Report - Nate made a motion to accept the Treasurer's Report, Sheryl seconded. APPROVED
 2. Unanticipated funds received

a. Conscience jar donations	14.00
b. Donation: Alt	200.00
c. Copier income over budgeted	138.00
d. Fees income over budgeted	22.00
e. Program grant (NHH) over budgeted	148.00
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Total unanticipated	\$522.00

Evan made a motion to accept the unanticipated funds, Robin seconded. APPROVED
- D. Correspondence:
- E. Old Business:
1. Northern NH Library Cooperative co-operative agreement: On, December 6, Evan Henderson and Mary Cronin met with directors and Trustees from other member libraries in Northern NH Library Cooperative, plus representatives from incoming member Conway Public Library to discuss and draft changes to Cooperative Agreement, By-laws, and policies. Draft revisions will be distributed to all Trustees to discuss at meetings in January or February. Annual meeting of the cooperative will be in April. Mary will contact the Department of Justice to ask if there have been any changes to cooperatives since the other agreement was drawn up.
 2. Holiday Open House and Potluck is scheduled for Tuesday, December 11, beginning at 6:00 PM.
- F. Library Director's Report:
1. Programs: Baby Lapsit time met weekly. Three storytime programs were held in November, two were on snowy mornings and had no one attend. Amy held one reading club for children in November. 4-H Tamworth Makers Club met on Mondays; they are learning to create files to print on the 3-D printer, which will be at our

library until the middle of January. Lego Club met twice. Chess Club draws about a dozen players weekly. Chocorua Lake Conservancy's Lynne Flaccus gave a talk on winter birds. Rick Carey gave a talk about his book "In the Evil Day," a NH Humanities program.

2. New program for teens for 2019: Amy and Mary would like to add at least one 5-week series of AdventureQuest role-playing game group to be led by Kevin Mahoney. He has developed the curriculum/game story over several years, and has led a group in Tamworth and in other school settings. Group would be up to 7 children ages 10 to 14, meeting our strategic priority of "programming for teens." Role-playing games develop skills in collaborative problem solving, conflict resolution, imaginative play, and teamwork, and are fun. Funding for first series could come from 2019 program budget (increase amount?) and unanticipated donations carried over from 2018. Funding for any additional 5-week series (if there is demand), will have to be determined. The hope is that after a while, participants in this group would transition into a Dungeons and Dragons (or other role-playing game) club for older teens. The first program will run from January 8 through February 5. The cost is \$600.
3. Staff: A staff training day will be planned for late January-February, most likely on a Thursday when the library is closed. Mary sent the volunteers a thank you and a gift coupon.
4. Outreach: Kathie Dyrenforth brought books and library info to WIC at the Tri-County CAP building. Chris brought a fresh collection of books to Remick Acres' meeting room. Mary attended a meeting of the Tamworth Veterans Advisory Committee on December 4. Home delivery and delivery to the assisted living facility in Whittier happen once or twice a month right now.

G. New Business:

1. Exterior Painting Estimate: Mountain Home Mgmt. in North Sandwich submitted an estimate of \$21,500 for painting the remainder of the exterior. They have lead certification, and explained the additional work needed to do the job according to EPA requirements. How to proceed? Make adjustment to 2019 Repairs and Maintenance budget. Mary will ask what the life expectancy of the paint will be. There is a \$29,350 request on the warrant for carpeting. Anne will speak to Willie.
2. Funds to encumber and carry-over from 2018 to 2019 – There is some work that has been done but not invoiced yet. Expected to be late are bookkeeping (37.50); Eversource (200+/-), heating oil (900 +/-), Visa, Hans, Duchesnes Heating (700). The bills will be paid in January, so the funds need to be encumbered. \$2678.16 – we should encumber \$3000. Nate made a motion to encumber \$3000 for 2018 bills that will be paid in 2019. Allie seconded. APPROVED There are additional carryover funds, that are not municipal funds. \$679 will be left at the end of the year. These numbers are from Pdip and Friends. The funds are held by the Library Trustees. The Friends money was to be used for outdoor projects. The Trustees will be bringing a check around the middle of December. Nate made a motion to approve carrying

over \$679 +/- plus the anticipated revenue from the Trustees of the Trust Funds received to 2019. Allie seconded. APPROVED

H. Committee reports:

1. Friends of CML: Friends of Cook Memorial Library will hold an additional book sale for holiday shoppers before and after the K.A. Brett School band's Holiday Tea on December 19.
 2. Building & Grounds: During the November 26-27 heavy wet snow, the tree in front of the library suffered a number of broken limbs. Richard Roberts and his highway crew cut and cleared the branches. There is a persistent and practically immovable lump of frozen snow/ice on the meeting room walkway that slid off the roof long after the path was cleared. Mary will contact the roofing company for ideas on how to solve this problem.
 3. Technology: Spectrum installed internet upgrade on December 3. They are returning December 10 since there is no change in speed. This will address strategic priority "faster internet" when it works properly. It has been repaired, and the internet is a lot faster. The bill is actually \$134.98 instead of the \$119 Mary was expecting. The additional cost is due to fees on the equipment. This will be a monthly charge. She changed the budget to reflect this.
 4. Policy: Committee should schedule a meeting to draft Investment Policy and finalize recommended changes to other policies in Section I: Governance. A lot was done at the last meeting. We just need to decide what our investment policy should look like. Mary will ask Skip to schedule a Policy Committee meeting when he returns.
- I. Public Comment – Robin asked about the status of Narcan. The storms have been a problem. Mary will look into this.

- J. Adjournment – Robin made a motion to adjourn at 6:36 pm, Sheryl seconded. The meeting was adjourned.

Next Meeting: Monday, January 14, 2018, Cook Memorial Library—5:30 PM

Respectfully submitted,

Melissa Donaldson
Recording Secretary