

**COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING**  
**Draft Minutes FOR March 11, 2024 – 5:30 PM at the library**

- A. Call to order – The meeting was called to order at 5:34 pm by Allie Thompson.
- B. Attendance - Present are: Allie Thompson, Paul Priestman, Evan Henderson, Mary Cronin-Librarian, Betsy Loughran, Kristel Faris, Sherryl Hitte, Lew Prillaman, Karl Behr-Select Board Representative.
- C. Public Hearing
- Notice was posted at the library and Tamworth post office, online on library and town websites, and published in February 29, 2024 edition of the Conway Daily Sun.
- Discuss and vote on whether to accept unanticipated funds in excess of \$5,000 in accordance with RSA 202-A:4-c, adopted at the Town of Tamworth 1996 town meeting.
1. \$10,000 grant “Libraries Transforming Communities (LTC): Accessible Small and Rural Communities,” from the American Library Association (ALA) in collaboration with the Association for Rural and Small Libraries (ARSL). Grant will fund training, programs, and projects to improve library services for people with disabilities.
  2. \$15,000 grant “ARSL Sustainable & Resilient New England Libraries,” from the Association for Rural & Small Libraries through the generosity of the Manton Foundation. Grant will fund purchase and installation of energy recovery ventilators (ERVs) for the library’s HVAC system.
- Betsy made a motion to accept the two grants, Evan seconded. APPROVED
- D. Approval of Minutes
1. February 12, 2024 regular meeting minutes – Paul made a motion to approve, Kristel seconded. APPROVED
- E. Treasurer’s Report:
1. February 2024 Financial Report –Betsy made a motion to accept, Lew seconded. ACCEPTED
- F. Correspondence:
- 1.
- G. Old Business:

1. Library budget: Amend library warrant article #18 at Town Meeting to reflect two newly awarded grants discussed earlier in today's meeting. New warrant article shall read: "To see if the Town will vote to raise and appropriate the sum of \$276,191 for the Cook Memorial Library of which, \$16,310 is to come from the Library Fund, \$10,484 to come from donations, \$1,200 from library fees, \$25,750 to come from grants and \$222,447 to be raised through taxation and such funds to be expended under the direction of the Board of Library Trustees." The amount from taxation did not change. Allie will speak to this at the Town Meeting.
2. Town Elections March 12; Town Meeting March 13
3. Northern NH Library Cooperative Annual Meeting will be held on Tuesday, April 9 at 6:00 p.m. at the Madison Library.

H. Library Director's Report:

1. Programs: See March newsletter for this month's programs. Book clubs are coming up. Storytime and Babytime are being held.
2. Staff: Temporary challenges due to staff needing time off for family obligations. So far, we are able to cover shifts with other staff members. We are fortunate to have dedicated staff members with flexible schedules.
3. Grants: Mary will attend four training sessions related to receiving the LTC grant.
4. Sustainability Team: Will reach out to Town Office/Transfer Station and Tamworth Recycling Committee to get current recycling info more findable for residents.
5. Outreach: Mary is participating with Carroll County Food Access Networks' SNAP team to help increase SNAP participation in Carroll County by sharing information.

I. New Business:

1. Bookmobile Committee proposal regarding fiscal sponsor and proposal for next steps in development of program. This was distributed to the Board. Betsy spoke about her concerns regarding careful examination of the contracts and some items that were missing from the budget. Betsy made a motion that we proceed according the plan outlined, Kristel seconded. APPROVED  
The Trustees Association may have some ideas about a municipal lawyer with a library background.

J. Committee Reports:

1. Nominating: Committee description was sent out. Committees will be voted on after town elections. A member is needed for the personnel committee. Kristel will serve on it. Sherryl has expressed interest in being on the nominating committee.

2. Friends of CML: Next board meeting is Mar. 12. Lew reported that at the last meeting they discussed the book sale, it made \$462. They are working on a system for how to respond to larger donors. Book sale is being planned for the end of March. Cabin Fever Book Sale will include a White Elephant sale. They are looking into having a Service Auction.
3. Building & Grounds: The black locust tree in front of the library developed a growing split between limbs. Peter Hoag secured it temporarily and will provide an estimate for cabling and pruning. He feels the tree is worth preserving.
4. Personnel: Betsy was the temporary chair of this committee.
5. Policy: Review of Job Descriptions is underway
6. Technology: Mary Cronin will not attend cybersecurity training through the State and Local Cybersecurity Grant Program. The training was meant for IT professionals.
7. Bookmobile Committee: NNHLC Bookmobile Committee will meet next on April 1. You can zoom into the meeting. The meeting is at 6 pm.
8. Strategic plan, 2023-24 update:
  - a. Address learning loss through literacy building activities:
  - b. Continue exploring format and accessibility of programs: The LTC grant includes gathering feedback from people with disabilities
  - 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:

K. Public Comment

L. Adjournment – Evan made a motion to adjourn at 6:28 pm, Betsy seconded. The meeting was adjourned.

Next Trustees' Meeting: Monday, April 8, 2024, 5:30 PM

Respectfully submitted,  
Melissa Donaldson  
Recording Secretary