

**COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING**  
**Minutes - January 14, 2019 – 5:30 PM @ LIBRARY**

- A. The meeting was called to order at 5:37 pm by Anne Chant. Present are: Anne Chant, Allie Thompson, Skip Nason, Evan Henderson, Sheryl Power (5:59), Nate Winship, Willie Farnum, and Mary Cronin. Robin Gordon is absent.
- B. Corrections – add time, correct Duchesnes, explain internet fees. Nate made a motion to approve the minutes of December 10, 2018 meeting as corrected. Evan seconded.  
APPROVED
- C. Treasurer's Report:
1. December 2018 Financial Report - Skip made a motion to accept the report, Evan seconded. APPROVED
  2. Unanticipated funds received

a. Conscience jar donations	46.00
b. Donations: Williams, Kennett	125.00
c. Don. in memory of Sharon Malenfant: Lamb	125.00
d. Copier income over budgeted	115.00
e. Sales over budgeted	4.75

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Total unanticipated

\$415.75

Skip made a motion to accept the unanticipated funds, Allie seconded.
- APPROVED
- D. Correspondence:
1. Letters from NH Circuit Court Ossipee Probate Division with information and update about Cook Memorial Library being named a beneficiary in Sharon Malenfant's will.
  2. Letter from Town Administrator Darlene McWhirter asking for documents to be included in the town report to be sent by January 18. See attached draft narrative report. Trustees' proposed budget for 2019 that also shows 2017 and 2018 actual income and expenses, and account balance sheet will be included in library reports.
  3. Letter from Tamworth Village Association with notice about January 9 public hearing on warrant article asking the town to accept ownership of the Tamworth Village sewer system, and a fact sheet explaining the issues involved.
- E. Old Business:
1. Northern NH Library Cooperative agreement, bylaws and reciprocal borrowing policy: Review attached draft in anticipation of Conway Public Library's joining the cooperative. All four libraries' Boards of Trustees will review these documents before voting whether to adopt them at the annual meeting in April. A small number of changes have been made to the document. There is a question about the language for the cost of initial agreement. Items to be considered - \* if deemed necessary, \* equal shares \* future legal costs, \*cost of additional training must be

contracted by each individual library or remove E, or F could be any additional costs, including training, \* question consensus, \*change individual to single library in G, \*MAY impact. The revision to the bylaw was to correct the website address. Mary will make some corrections to the draft. Tamworth residents will be able to use their resident card at the Conway library. \*A person may not hold multiple cards within the consortium. \* #5 responsibilities – need to be renumbered after this.

2. Budget for 2019: See new draft attached, with \$21,500 for exterior painting placed in Building Preservation line, and with updated amount of \$4,185.00 to carry over from 2018 to 2019: \$73.72 Barbara Fromm Memorial Fund; \$333.33 Susan Chiaradonna Memorial Fund; \$125.00 Sharon Malenfant Memorial Fund; \$1,385.37 income from library Trust Funds; \$126.31 NH Public Deposit Investment Pool; \$350.72 copier/fax income less expenses; \$732.08 income from fees, donations, and sales; and \$1,058.47 Friends of CML funding support. The Selectboard felt that the painting should take priority over the carpeting, but keep both in, with the ability to change it on the voting floor. Mary will send a draft warrant article for Board review. Skip made a motion to include \$29,350 for carpeting as a warrant article, seconded by Sheryl. APPROVED

F. Library Director's Report:

1. Programs: The December 11 Holiday Open House was attended by about 101 people. A potluck dinner was followed by music by the Brett School chorus and the Potluck Singers, and the premiere of the Tamworth Holiday Crankie, a project that was conceived, written, painted, and performed by a group of community volunteers. On the afternoon of December 19, the Holiday Tea with Brett School band, book signing with Russ Staples, and extra book sale by the Friends brought in 64 people. On Saturday, December 22, 35 people came to listen to chamber music and carols played by the Big House Chamber Players. Feedback about all the special events in December has been very positive. Other programs held in December were yoga for preschoolers, storytimes, baby lapsit time, Lego Club, Chess Club, Bibliomaniacs kids' reading club, and a workshop on using NH Downloadable Books.
2. Grant: Mary is planning to apply for a Small Libraries Create Smart Spaces grant, which provides assistance for reimagining and reconfiguring library spaces.
3. Staff: A staff training meeting will be held on January 17 from 1:00 to 3:00 PM. Mary will attend a training on Omeka S, the platform for the NH Digital Library.
4. Outreach: Kathie Dyrenforth brought books and library info to WIC at the Tri-County CAP building, Mary attended a Veterans Committee meeting.

G. New Business:

Filing period for trustee candidates is coming up. Nate, Robin and Sheryl terms are ending. Nate will run to be re-elected. Sheryl will be considering her options. Nate's term will be 3 years. Town meeting is March 13, School meeting is March 6.

1. Trust Funds Income: On December 18, Trustees of the Trust Funds brought a check for \$1,385.37, the income from the library trust funds that they manage.
2. Budget: Mary Cronin attended the December 13 meeting when Advisory Budget Committee presented their recommendations to Selectmen. Nate Winship, Skip Nason, and Mary Cronin attended the Selectmen's budget meeting on December 27. Advice from Selectmen was to look for savings, put off carpeting warrant article for one more year, and get exterior painting done.

H. Committee Reports:

1. Friends of CML: Friends of Cook Memorial Library will meet on January 15. Mary will bring a drawing and estimate for children's room loft project for which Friends have agreed to consider providing additional funding. March 2 will be the Cabin Fever Book Sale.
  2. Building & Grounds: During the December 21 heavy rainstorm, the concrete pad at the rear door filled with water and began flowing inside the rear entryway. Becky and Terry Mason brought and donated a sump pump that took care of redirecting the water. Improving drainage behind the building will have to be addressed in the spring. Mary purchased a door dam and put a sandbag in front of a hole at the base of the foundation to help prevent more flooding this winter.
  3. Technology: Spectrum completed internet upgrade on December 10.
  4. Policy: Committee should schedule a meeting to draft Investment Policy and finalize recommended changes to other policies in Section I: Governance. The meeting is scheduled for Tuesday, January 22<sup>nd</sup> at 5:30 pm.
- I. Public Comment – Willie spoke about encumbrances. That was in the minutes, G2. The money will be paid from the 2018 budget in 2019, not encumbered. The charges occurred in 2018.

- J. Nate made a motion adjourn at pm, Sheryl seconded. ADJOURNED

Next Meeting: Monday, February 11, 2018, Cook Memorial Library—5:30 PM

Respectfully submitted,  
Melissa Donaldson  
Recording Secretary