

**COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING**  
**Draft Minutes - February 11, 2019 – 5:30 PM @ LIBRARY**

A. Call to order – The meeting was called to order at 5:35 pm by Anne Chant. Present are: Anne Chant, Skip Nason, Allie Thompson, Evan Henderson, Robin Gordon, Sheryl Power, Nate Winship, Willie Farnum, and Mary Cronin.

B. Approval of Minutes of January 14, 2019 regular meeting, and February 4, 2019 special meeting. Skip made a motion to approve (January 14), Evan seconded. APPROVED On February minutes, correct Skip Nason noted that the exterior painting of the library. Other business, cost of living increase was kept. Evan made a motion to approve, Robin seconded. Nate abstained. APPROVED

C. Treasurer's Report:

1. January 2018 Financial Report Allie walked the Board through the financial statement. Skip made a motion to approve, Sheryl seconded. APPROVED
2. Unanticipated funds received
  - a. Conscience jar donations 7.00
  - b. Donations: Thompson, Joannidis, van de Graaff 1,125.00
  - c. Don. in memory of Sharon Malenfant: Sheridan 50.00

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Total unanticipated	\$1,182.00
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Evan made a motion to accept the unanticipated funds, Allie seconded.  
APPROVED

D. Correspondence: Request from Town Administrator Darlene McWhirter with list of documents needed for annual audit which will take place Feb. 11-15, 2019. Mary has provided everything, with the exception of the investment policy.

E. Old Business:

1. Northern NH Library Cooperative: There will be a meeting to discuss changes to Cooperative Agreement with Directors and at least one Trustee from each member library plus pending member Conway Public Library on Thursday, March 28, 2019 at 5:30 p.m. at the Conway Public Library. The NNHLC annual meeting will be on Thursday, April 4, 2019 at 5:30 p.m. at the Conway Public Library. Skip will attend the March 28 meeting, Sheryl will attend the April 4 meeting.
2. Budget for 2019: Skip Nason and Mary Cronin attended the Selectmen's public hearing to present the town budget on January 31. Anne Chant and Mary Cronin attended the public hearing portion of the February 7 Selectmen's meeting when warrant articles were discussed.

F. Library Director's Report:

1. Programs: See January and February newsletters for a full list of recent and upcoming programs. In January, Geoff Burke's program on his grandfather's work as a medical doctor in Alaska had 48 people attend; the Cut the Cable program with

Bob Levin had 39 people. Storytime, yoga, and baby lapsit has consistently good attendance. 4-H Makers Club has about 15 children involved, and Lego Club has a small but loyal following. AdventureQuest game for 10-14 year-olds run by Kevin Mahoney has five enthusiastic participants. Karen Vitek has volunteered to provide Tech Tuesday evenings once a month. There will be a seed swap on the 22<sup>nd</sup> of February.

2. Grants: We will be notified if our library will receive a Small Libraries Create Smart Spaces grant by February 15. There is a training webinar available if you don't get the grant. The exterior painting project may be eligible for a N.H. Division of Historical Resources Moose Plate grant. The 2019 Moose Plate grant round will be announced in March.
3. Annual Report to State Library: Mary completed the 2018 New Hampshire Public Library Annual Report. (statistics)
4. Staff: Mary will attend a webinar "Libraries as Leaders" on libraries and age-friendly programs and services offered by Tri-State Learning Collaborative on Aging on February 26. Mary and Amy will attend the Carroll County Library Cooperative meeting on February 14 in Madison, when the program will be a discussion with staff from Northern Human Services on how libraries can better serve and include their clients. Peggy will attend a workshop on genealogy databases on March 1.
5. Outreach: Mary brought books and library info to WIC at the Tri-County CAP building, and made several home deliveries.

G. New Business:

1. Town Elections: March 12, 2019; on the ballot for Library Trustees are Robin Gordon, Sheryl Power, and Nathaniel Winship.
2. Town Meeting: March 13 at 7:00 p.m. The library has two warrant articles: #12 operating budget and #18 carpeting. School meeting is March 6.

H. Committee Reports:

1. Friends of CML: Friends of Cook Memorial Library met on January 15. Friends voted to provide additional funding in 2019 for children's room loft project. Cabin Fever Book Sale, lunch, and silent auction are being held March 2 at 10 am.
2. Building & Grounds: Permanent puddle outside rear entrance continues to flood inside the door on occasion, requiring use and monitoring of the sump pump. Chris Clyne has been the primary person doing this. Chris's sister donated a second sump pump with automatic sensor and shut off which can be used overnight if needed. We will need to plan how to direct runoff from roof and driveway next winter so work can be done in the spring. Larry Nickerson has arranged to have thermal images made of our building to identify where additional insulation may be needed. Children's room loft project is underway; Jon Beimel is the designer and contractor. Mark Coles donated two new study tables and a new wooden rolling book cart.
3. Technology: The library website will be moved to a new server by website host LIShost to one that supports a higher version of PHP.

4. Policy: Committee has a draft Investment Policy to review along with recommended changes to other policies in Section I: Governance. A correction to I-3-2, Evan mentions needing a change in the numbers of members. Strike all the numbers after the minimum of 2 members, leaving numbers to the discretion of the Board. Change Long Range to Strategic Planning. The mission statement has not been reviewed for a while. Mary suggest removing the middle sentence. Include genealogical or historical in the list? Add historical after cultural. Does Strategic Planning need to appear under committee descriptions? Use the same basic wording as the budget description, and that all trustees serve on his committee, it may include staff and community members. The committee meets as needed. Nate made a motion to approve the Investment Policy, Skip seconded. APPROVED Allie made a motion to accept all revisions to the mission statement and governance policy, Evan seconded. APPROVED
5. Strategic Plan update, services for older residents: The walker that was lent for use in the library is being used only by babies; staff feels it is taking up too much space.
6. Strategic Plan update, programming for teens: the first season of AdventureQuest is wrapping up, participants really wish to continue. Funding is not available in our programming budget, but fundraising ideas will be discussed with the group. Chess Club consistently brings in 10-12 players each week, about half are teens.

I. Public Comment – The Board of Selectmen has accepted the Hazardous Mitigation Plan. There should be a copy here at the library, and hopefully it will appear on the website.

J. Adjournment –Skip made a motion to adjourn at 6:37pm, Robin seconded. The meeting was adjourned.

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

Respectfully submitted,  
Melissa Donaldson  
Recording Secretary