

COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
DRAFT MINUTES - May 13, 2019 – 5:30 PM @ LIBRARY

- A. Call to order – The meeting was called to order at 5:34 pm by Anne Chant. Present are Anne Chant, Sheryl Power, Evan Henderson, Skip Nason, Nate Winship, Mary Cronin – Librarian, Willie Farnum (left at 5:36 pm) and Melanie Streeter – Selectmen’s Representatives. Sheryl Power and Robin Gordon are absent.

Willie introduced Melanie Streeter as the new representative to the Library Board.

- B. Election of Officers and Committee assignments

Proposed - Officers

Chair – Allie Thompson
Vice – Anne Chant
Treasurer – Evan Henderson
Asst Treas – Skip Nason
Secretary – Robin Gordon
Liaison to the Friends – Anne Chant

Committees:

Buildings /Grounds- Skip, Nate
Nominating - Anne, Skip ,Cheryl
Finance – Treasurer and Chair
Personnel – Sheryl, Robin and Nate
Policy – Skip, Robin and Evan
Technology – Allie and Evan

A motion to accept the slate as proposed was made by Nate, seconded by Skip APPROVED

- C. Approval of Minutes of April 8, 2019 regular meeting. Evan made a motion to approve, Allie seconded. APPROVED

- D. Treasurer’s Report: Allie reviewed several of the expense with the Board. There were expenses to NH Library Association, and a line for the return of funds from 2018. There was \$200 for snow removal in February and March. Security services expense was a 50% deposit on new carbon monoxide detectors. Inspection will likely be done at the same time, usually July. Skip made a motion to accept the Treasurer’s Report, Evan seconded. APPROVED

1.	April 2019 Financial Report	
2.	Unanticipated funds received	
	a. Conscience jar donations	20.00
	Total unanticipated	\$20.00
3.	Donations: Palmer, Albee, Anderson	\$101.50

Allie made a motion to accept the unanticipated funds, Nate seconded. APPROVED

- E. Correspondence – a letter from CIP Program that it is time to update from 2020-25. We are due to replace a furnace in 2022. Air conditioning unit is aging as well. The two furnaces are in the plan.
- F. Old Business:
 - 1. Loft Concerns – nothing new has come up.
 - 2. Northern NH Library Cooperative: Conway Public Library Koha system was migrated into our system on May 12. A notice about the new member of our cooperative and what that means for patrons was posted at the library, on the online catalog and our website, and on the library's Facebook page and the Tamworth Exchange.
- G. Library Director's Report:
 - 1. Programs: See May newsletter for a full list of recent and upcoming programs. Adult programs in April included a "tidying up" two-part workshop offered by Polly Mahoney, Louise Wroblewski coordinated a yoga/meditation gathering, TCNA hosted a program on dreams, and cosponsored a program with our library on New England Food Vision. Big House Chamber Players performed a Saturday afternoon concert, and local poets celebrated and read aloud the poetry of Mary Oliver and others. Storytime is back to its usual strong attendance. Amy Carter is working on ways to meet the needs of baby lapsit attendees who are becoming toddlers. 4-H Makers Club continues to meet and is working on rockets this month. Lego Club was held in May due to a parent's request. AdventureQuest for teens will wrap up season two on May 14. Amy Carter is in the midst of planning summer programs including summer reading program, drop-in STEM/art activities, music on the lawn. Art exhibit features work by Peggy Johnson.
 - 2. Staff: Michele Killeen gave notice; her last day will be May 31. Library page Grace Wilkinson has left; new page is Virginia Priestman. Sophie Wilkinson, Nina Morano-Coles, Amy Carter and Mary Cronin attended the NH Library Association conference on May 9. Bookmobile was discussed, mental health resources, music therapy, things libraries lend. Wildlife camera was mentioned, and the fertilizer spreader.
 - 3. Outreach: Staff made a couple of home deliveries in April. Jackie Thompson is back after a winter away, and will resume volunteering to deliver library materials.
 - 4. July 4th 5K Race: This is an annual fundraiser for the library and fun activity for the community. Volunteers will be needed; please let Amy Carter know if you can help. Race activities begin at 7:00 am and end about 10:00 am. There will be no swag this year, because of the cost and a lack of sponsors. There will be a selfie booth like last year.

There has been one email response to the ad for help wanted.
- H. New Business:

1. Picnic table: Amy Carter suggests that library get a picnic table to use for outdoor programs and for library visitors to feel more welcome to use the front yard space. We need to see what is left in the budget. The Friends have donated some money for outdoor stuff.
2. NH Library Trustees Association: Memberships will be renewed. The NHLTA's annual conference is on May 29, and Trustee training workshops will be held in June. NHLTA has posted three new Trustee training videos on its website.

I. Committee Reports:

1. Friends of CML: Friends of Cook Memorial Library met on May 7. They will have calendar raffles for sale at the May farmers' markets leading up to their June 1 plant sale. Bearcamp Valley Garden Club has disbanded, but Judy McLean will continue to plant and water library flowers for this year. Friends will pay for the flowers, and will look for volunteers to take on this project beginning next year. They are still looking for donations of perennials. Drop off at Robinsons or Baybuts. There are some raffle tickets available at the Library. June 1st the drawings will begin.
2. Personnel: Committee was informed of employee Michele Killeen's resignation and reviewed and accepted a revised job description before the position was posted. It was in the newspaper and the NH Job Line. It is a 12 hour position. Tuesday and Saturday are the open days.
3. Building & Grounds:
 - a. Insulation: Quality Insulation will install insulation in the front room walls. Cost is \$1,100.00. Work agreement and 50% deposit will be sent in later this month. Attic insulation will be included in 2020 budget.
 - b. Exterior painting: Mary Cronin is applying for a Moose Plate grant for \$7,600.00 for exterior painting. The "Intent to Apply" form was sent in and has been approved with encouragement for the library to pursue this grant. The grant deadline is in June. A letter of endorsement from Selectboard will be needed to accompany grant application, as well as "proof of public ownership" of the library building. Mary will send the painter's email address to Skip. Skip will repair some holes.
 - c. Carpet: Skip Nason, representing Library Trustees, and Dan Poirier, representing the Selectboard, have signed the contract for library moving services for the carpet project. Contract was sent to National Library Relocators. Job is scheduled for mid-September. We have two prices for carpet installation: \$12,143.90 from the Home Beautiful, \$11,986.50 from Milford Flooring. It is time to decide so carpet can be ordered. Samples were set out for over a week to gather public and staff input on carpet pattern and color. Skip will contact Bill Trammel. We are committed to the time in September. The moving company has volunteered to talk to the flooring contractor to explain how it works.
 - d. Place of assembly permit: Mary Cronin has contacted Fire Department for annual inspection, and also asked for help doing an emergency evacuation/lockdown drill for the library staff.

- e. Carbon monoxide detectors: Mary Cronin has contacted Lakeside Security to schedule this job.
- 4. Technology: Mary Cronin has purchased a new laptop for staff use and a new desktop computer and monitor for public use. A new color all-in-one printer (print, copy, scan, fax) was also ordered since existing one has been malfunctioning more frequently.
- 5. Policy: It's time to schedule a meeting to review Policies Sections II. and V. Section II is personnel, and V is programs. Meet at 4:45 pm, before the next meeting, and do the other section before the July meeting.
- 6. Strategic Plan update, deeper community connections: Chris Clyne is working with Tamworth History Center to connect them with our library's resources for their upcoming Civil War exhibits. They may be doing reenactments.
- 7. Strategic Plan update, expanded services for older residents: Tamworth Community Nurse Association has two daytime programs this month at the library: one on avoiding scams, and the other on health benefits of pet ownership. The scam program was well attended.
- 8. Strategic Plan update, programming for teens: We will be notified soon if grant request to Ossipee Valley Rotary Club for a summer season of AdventureQuest will be granted. If so, the goal is to use the summer season to develop participants' leadership and cooperation skills so that they can take ownership and begin to run their own game. If we can not get funding, we can buy a D&D starter kit and do it ourselves.
- 9. Doors – the room with the electrical panel has the original doors and screens. There are also bifold doors.(4 panels). Mary would like to dispose of them. She will offer them on the Exchange.
- J. Public Comment – Melanie - the meeting is wrong on the website. The 4th of July Parade is coming through the Village this year. She and Mary spoke about using the Town House during renovations. The Library will be operational in a limited capacity.
- K. Adjournment – Skip made a motion to adjourn at 6:55 pm, Nate seconded. The meeting was adjourned.

The Library will pay your fees if you want to go to the Trustee trainings.

Next Meeting: Monday, June 10, 2019, Cook Memorial Library—5:30 PM