

COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
Draft Minutes - August 12, 2019 – 5:30 PM @ LIBRARY

A. Call to order: The meeting was called to order at 5:34 pm by Allie Thompson. Present are: Allie Thompson, Anne Chant, Evan Henderson, Skip Nason, Nate Winship, Sheryl Power, Robin Gordon, Melanie Streeter – Selectmen’s Representative, and Mary Cronin, Librarian.

B. Approval of Minutes of July 8, 2019 regular meeting. Evan made a motion to approve, Robin seconded. APPROVED

C. Treasurer’s Report: Anne made a motion to accept the Treasurer’s Report, Nate seconded. APPROVED

1.	July 2019 Financial Report	
2.	Unanticipated funds received	
	a. Conscience jar donations	49.00
	b. Program Grant KBA	275.00
<hr/>		
	Total unanticipated	\$324.00
Anne made a motion to accept the unanticipated funds, Allie seconded.		
APPROVED		

D. Correspondence

1. Letter from Tamworth Village Association, expressing concern over calculation of sewer rates by Tamworth Sewer Commission. The Sewer Commission meets monthly. Norman Cloutier, Rebecca Mason, and David Cluff are the commissioners.

E. Old Business:

1. Tamworth Master Plan review: Discuss library issues to bring up at Planning Board Master Plan meeting on August 14, 2019 at 7:00 p.m. Mary and Anne are planning to attend. The Master Plan was reviewed last year. Not a whole lot of the plan was pertinent to the Library. Parking has been a major complaint. That is something that should be looked at. Handicapped spot needs to be painted out. There should be handicapped spots on the other side of the Town Office lot. Also, consider electric chargers for cars. Having a place for storage would be a good thing. Emphasize the importance of high speed broadband. Should the strategic plan be woven into the Master Plan?

F. Library Director’s Report:

1. Programs: See August newsletter for a full list of recent and upcoming programs. Adult programs in July included four Music on the Lawn concerts, a skywatch program, a “Get Productive with Google’s Professional Tools” workshop, and a visit from Dan Mulhall, Irish Ambassador to the U.S., an Ultimate Frisbee game, Poetry

Hour, and the monthly book discussion. Chocorua Lake Conservancy hosted a program on Algonquian Lifeways. Doug Shapiro of Barnstormers Theatre led a Branding, Marketing and Business for Artists workshop. Time to Write, a teen program led by volunteer Louise Wroblewski had a poor turnout. Children's programs included three make-and-launch rockets programs led by UNH Cooperative extension Science Educator Claes Thelemarck, five storytime programs, five Baby Lapsit programs, Baby Games on the Village Green, and Solar Viewing on the Village Green with Marc Stowbridge. Chris Pappas will be coming next week to present the Library of Congress books.

2. Communication: The August newsletter included updates about the carpeting project and new publisher restrictions on sales of ebooks to libraries. The carpeting will begin on September 16. Our library is statewide. We would be limited to one copy of new books.
3. Outreach and collaboration: Mary Cronin submitted a grant application to NH Humanities for One Book One Valley 2019, a cooperative project of fifteen area libraries and White Birch Books. The grant was awarded.
4. Staff: Library staff will meet on August 13 to make a plan for library services during carpet project and staff preparation for carpet project.

G. New Business:

1. NH Downloadable Books 2020 budget: the consortium will vote tomorrow about whether to adopt a radical budget increase to meet increased demand for downloadable ebooks and audiobooks. If an increase is adopted, our library's annual fee could increase by as much as 40% (from \$800 in 2019 to \$1120 in 2020). If largest proposed increase does not pass with initial budget vote, lower increases will be considered. Mary suggests doing a user survey. (per Nate – note that we are two notches above tiny). The Friends have always paid this fee.
2. Wish list for Friends of Cook Memorial Library: Mary Cronin is working on the "wish list," the list of items for Friends of Cook Memorial Library to include in their FY2019-2020 budget, to be discussed and decided at their annual meeting on September 28 at 11:30 am. It is being held at the Town House. (Downloadable books, computer desk, museum passes, money for conferences, hardscaping/outdoor improvements.)
3. Library 2020 Budget: Mary Cronin will prepare a draft budget for the September meeting. Mary will also prepare a new library salary/wage analysis to use for budgeting purposes. Mary expressed a need dehumidification downstairs. A ceiling fan is needed in the children's room.

H. Committee Reports:

1. Friends of CML: Friends of Cook Memorial Library annual appeal letter was mailed this month. The Friends executive board will meet on September 10.
2. Building & Grounds: Suggestions for a hardscaping/masonry contractor are needed to find someone to address drainage at back and to repair crumbling cinderblock at meeting room entrance. Skip will contact Larry regarding the door out back. Mary and Skip will continue to look for contractors to do this work.

One floor outlet will be moved and one emergency light will be replaced. Lakeside Security will install CO detectors and perform annual inspection on August 22. Insulation will be installed in front room on August 29. Repairing walls and painting front room will need to be done. Skip will repair the walls. Money needs to be sent to the person doing the outdoor painting. The Moose Plate Grant – no answer yet, we should know soon.

3. Policy: Committee is still working on revisions to Section II. Personnel Policy. The Committee will meet on September 9 at 5 pm.
 4. Technology: Plan committee meeting to discuss 2020 technology plan and budget, and wireless internet connection options.
 5. Strategic Plan: One-year review/update should take place in September. What library service area should annual survey focus on? More seating=less shelving.
- I. Public Comment – Melanie invited Mary to visit the Town House to look around, double check the internet, etc. Plan hours around the Monday meal.
 - J. Adjournment – Nate made a motion to adjourn at 6:45 pm, Robin seconded. APPROVED

Next Meeting: Monday, September 9, 2019, Cook Memorial Library—5:30 PM

Respectfully submitted,
Melissa Donaldson
Recording Secretary