

COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
Minutes for September 9, 2019 – 5:30 PM @ LIBRARY

- A. Call to order – The meeting was called to order at 5:45 pm by Allie Thompson. Present are: Sheryl Power, Robin Gordon, Allie Thompson, Anne Chant, Evan Henderson, Nate Winship (left at 7:05 pm) and Melanie Streeter – Selectmen’s Representative. Mary Cronin – Librarian is also present. Skip Nason is absent.
- B. Approval of Minutes of August 12, 2019 regular meeting. Re E-Books (in F2) – clarify that E-Book library is statewide and may be limited to one copy. Anne made a motion to approve as amended, Evan seconded. APPROVED
- C. Treasurer’s Report:
1. August 2019 Financial Report – Evan pointed out that Special Projects \$3800 was for 50% of painting. It needs to move to the exterior painting line. Allie made a motion to accept the report, Sheryl seconded. ACCEPTED
 2. Unanticipated funds received

Conscience jar donations	64.00
Summer reading penny-a-book donations	28.00
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Total unanticipated	\$92.00

Nate made a motion to accept the unanticipated funds, Robin seconded.
ACCEPTED
- D. Correspondence
1. Email from library patron Lucy DeWolf expressing concern over offgassing from new carpet.
 2. Letter from Town Administrator Darlene McWhirter asking for budget worksheets to be sent by September 25. Will finalize at October meeting and will let Darlene know.
- E. Old Business:
1. Wish list for Friends of Cook Memorial Library: Mary Cronin has prepared a list of funding requests for 2020 that will be presented to the Friends of Cook Memorial Library at their board meeting on September 10. Book supplement \$1000. Downloadable books was increased. Programming is the same as last year. Staff development – conferences, etc. Supplies – cups, paper etc. Preservation – supplies for the history room. Computer – a private area/desk with surround. Caregiver memory kits – for people with dementia. (Museum passes). Money for hardscaping is in the budget and will carry over. The drainage issue has money in the general repairs/maintenance budget.
 2. Library 2020 Budget: Discuss first draft. The draft was reviewed line by line. Carryovers are not listed, as they are not available yet. We do not have a town appropriation number yet. No major projects are planned for the building. Fan for children’s room? Attic insulation will be done next year. Eversource gave us a rebate for half of the cost of insulating. Need to find out the health insurance rate.

Retirement rate is this year's. There is a technology plan – mostly just upkeep. Added a line to get a few more pieces of equipment. (Keyboard, video magnifier, light therapy lamp, library software, printer, 2 computers, touchscreen monitor, Norton and Adobe Creative Cloud, Microsoft, Quickbooks, WebDewey, other software, tech support/repair, hosting, SPAM protection, Flicker, Mecca Digital Archive, Broadband). Databases – added some money because the State Library is working on getting the New York Times. Meeting money will carry over if it is not spent. Personnel expense is for payroll service. Postage has increased substantially this year. Special projects – replace storm windows and insulation for upstairs. A salary worksheet was provided. Increase \$ 11.50 to \$ 12.30. Bump the page rate of pay up a little bit. Allie suggests moving the page up to \$9.00/hr. Director rate is also a little low. 2% increase across the board appears equitable. Allie asks about the discrepancies in tech services. Mary explained that there is a large variation in the responsibilities of the position.

Electric has increased in the past couple of months. We have a rate on propane that is a lot less than last year. Sewer and water appears consistent.

3. Planning Board Master Plan meeting: On August 14, Anne Chant and Mary Cronin attended a meeting to discuss the Master Plan.

F. Library Director's Report:

1. Programs: See September newsletter for a full list of recent and upcoming programs. Adult programs in August included two Music on the Lawn concerts (one was moved indoors) and Poetry Night. Children's programs included a program on Nocturnal Animals by Tin Mountain's Dexter Harding, four storytimes, two with guest readers Lucy Gatchell and Anneliese Smith, and weekly Baby Lapsit Times. All ages programs were a Magic by George show on Tamworth Street Fair Day (thanks to a KBA grant), a game night, and a summer readers' celebration with ice cream and music by Dexter Harding and Lora Colten. We held an ice cream social celebration on August 30 to welcome Christian Seasholtz from Congressman Pappas' office, who brought surplus books from the Library of Congress.
2. Communication: The September newsletter included details about library hours and services during the carpeting and exterior painting projects.
3. Outreach and collaboration: Kathie Dyrenforth brought children's books to WIC clinic.
4. Staff: Amy Carter and Polly Mahoney will attend Children's Literacy Foundation's Rural Libraries conference on September 20. Mary Cronin will begin staff annual reviews. Mary will ask the staff to review their job descriptions.

G. New Business:

1. Staff recognition for 20 years: Chris Clyne and Amy Carter both marked 20 years of service at the Cook Memorial Library in 2019. Discussion was held regarding options for recognition. Bring ideas to the next meeting. Consider recognition for other anniversaries as well? Ask other libraries what they have done.

2. Trustees' meeting date for October: October 14 is Columbus Day. Move meeting to October 7? Moved forward to October 7. Budget session at 5 pm, regular meeting at 5:30 pm.

H. Committee Reports:

1. Friends of CML: Friends of Cook Memorial executive board will meet on September 10. Annual meeting - Town house, 11:30 am.
2. Building & Grounds: A floor outlet and emergency light were replaced. Lakeside Security has yet to install CO detectors, but did do annual inspection. Insulation was installed in front room on August 29. Skip Nason will repair the walls and Michele Killeen will do the painting. Three storm windows will be ordered for the windows that will be newly painted. Don Judge will install the windows, and remove the two old ones. Don Judge will also repair concrete behind granite steps in front of clock tower.
3. Policy: Committee met on September 9 to finalize revisions to Section II. Personnel Policy, for consideration at this meeting. Harassment was in two places. That has been corrected. Language from the Statute was added to termination. Suspension was added to the list of options. Does the Trustee Board need to have background checks? Review for approval at next month's meeting.
4. Technology: Committee met and prepared a 2020 technology budget.
5. Strategic Plan: Review progress on meeting 2018-2020 strategic priorities. Discuss priorities for 2020-2021. Should annual survey focus on indoor and outdoor spaces? Move teen involvement forward, asking what they would like to see in that corner. Prepare a report reviewing what was done in 2019. Indoor/outdoor spaces may be for 2021. Include the review in the Town Report.
6. Personnel – it is time to do Mary's annual review. Sheryl will begin the process.

- I. Public Comment - Lucy DeWolf – has emailed her input regarding the carpeting. Mary has responded to that concern. Other libraries, deliveries are options for those who may have a problem with the gasses. Downstairs is not being carpeted, and there is space available down there. Ms. DeWolf suggests that fans may be used if the weather stays agreeable, or also consider an air purifier. Mary will ask about borrowing one. She will also ask the Fire Department to borrow their large fans. Mary explained that they will be using a latex adhesive, and that there are no VOCs.

Melanie spoke with Mary about getting a key for the TownHouse. Mary may need help Sunday afternoon, starting between 12 and 1. (just a couple of people). Mary sent a press release to the newspaper.

- J. Adjournment – Robin made a motion to adjourn at 7:28 pm, Evan seconded. The meeting was adjourned.

Next Meeting: Monday, October 7, 2019, Cook Memorial Library—5:00 PM budget, 5:30 regular meeting.