

**COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING**  
**Draft Minutes - October 7, 2019 – 5:30 PM @ LIBRARY**

- A. Call to order – The meeting was called to order at 5:28 pm. Present are: Allie Thompson, Evan Henderson, Sheryl Power, Robin Gordon, Anne Chant and Mary Cronin-Librarian. Nate Winship and Skip Nason and Melanie Streeter are absent.
- B. Approval of Minutes of September 9, 2019 regular meeting. Committee Report - paragraph H - suspension before dismissal - should read suspension was added to the options before dismissal. Anne made a motion to approve as amended, Robin seconded. APPROVED
- C. Treasurer's Report:
1. September 2019 Financial Report – Allie made a motion to accept, Sheryl seconded. APPROVED
  2. Unanticipated funds received

Conscience jar donations	11.00
Summer reading penny-a-book donations	4.00
Donations: Stepanauskas \$50, Heimlich \$20	70.00
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Total unanticipated	\$85.00

Sheryl made a motion to accept the unanticipated funds, Robin seconded.  
APPROVED
- D. Correspondence
1. Copy of report sent to Board of Selectmen from auditors on 2018 town audit. Mary has emailed for clarification on the way the Trustee Funds should be reported.
  2. Notification from Amy Dixon, Community Preservation Coordinator at New Hampshire Division of Historical Resources, that Moose Plate grant application was approved for the amount of \$7,600.
- E. Old Business:
1. Library 2020 Budget: A work session to prepare the library's 2020 budget was held at 5:00 p.m. before today's meeting. Discuss and approve budget to send to Town Administrator. It is unknown whether the other Town employees will be receiving an increase. A motion to approve the second draft of the budget and send to Administrator was made by Allie, seconded by Anne. APPROVED
  2. Staff recognition for 20 years: Ideas - Artwork, jewelry, pottery, workshops. Mary spoke with Melanie and has an idea. Set up a budget, to be raised from donations and not taxes? 5 year/\$50 - 20 yr./\$200? A gift and a small piece in the newspaper, State Library News. Mention at the Holiday Party. Anne will speak to Heidi.
- F. Library Director's Report:
1. Programs: See October newsletter for a full list of recent and upcoming programs, including the "In Praise of Trees" art exhibit curated by volunteer Lucy Gatchell

featuring tree-themed art made by and owned by local people. There will be a presentation on the 15<sup>th</sup> from 5:30 to 6. Next month's book group will be reading *The Hidden Life of Trees*. Our temporary library set up at the Tamworth Town House during the carpeting project (September 16-25) was well-received. We had 212 visits over the seven days we opened there. The Friends of the Tamworth Town House were helpful and accommodating, and the building was a bright, comfortable, and a pleasant space for the temporary library. Staff and volunteers made the moves to the Town House and back to the library go smoothly and quickly. Adult programs in September included Poetry Hour, and a film showing of "Screaming Queens" with introduction and discussion led by volunteer Laura Hodgman. This program was included with One Book One Valley's programs, and was hosted by UUFES. Children's programs included four storytimes (two outdoors during carpeting), and two Baby Lapsit times. Tara Schroeder from Green Mountain Conservation Group held a family program on macroinvertebrates. Poetry hour will be suspended until April after this month.

2. Outreach and collaboration: Kathie Dyrenforth brought children's books to WIC clinic. Home delivery was made to one patron.
3. Staff: Peggy Johnson will attend a workshop on local history research. Amy and Polly went to a Children's Literacy Conference. Mary Cronin is now a member (for Madison) of the Carroll County Broadband Committee. It will be meeting next week.

G. New Business:

1. Moose Plate grant project: Because New Hampshire State Budget wasn't approved until September, project start date for grant projects was changed October 1, 2019, so our recently completed exterior painting project cannot be paid for with the Moose Plate grant. Amy Dixon at NHDHR said other preservation projects for the library building could be covered, but they would need to be approved first and take place before September 30, 2021. Consider repairs to the stained glass windows and improve the lighting of it. Mary will research this.
2. Next month's meeting date November 11, which is Veterans' Day.

H. Committee Reports:

1. Friends of CML: Friends of Cook Memorial held their annual meeting on September 28. Executive board will meet on November 12.
2. Building & Grounds: Carpet project is complete, and went as scheduled. Moving and carpeting contractors were prepared, professional, and did good work. Exterior painting is complete. The project went well and looks good. The invoices have been received and will be submitted to the Town to be paid from a warrant article. A necessary repair to the windowsill will cost an additional \$600-800, and washing the section that was painted last year and covered with bug residue will be an additional cost. There is money remaining from carpet cleaning to cover this. Skip Nason is repairing the walls in the front room. Painting the front room will be scheduled before the end of the year if funds remain. Ceiling fan for children's area would save

heating costs; when to plan and budget for this? Mary will ask Hans about an estimated cost.

3. Policy: Section II. Personnel Policy, is presented for consideration and approval at this meeting. Sexual harassment was incorporated into harassment. Statute was included in the grievance section. A motion to approve the changes was made by Robin, seconded by Evan. APPROVED Review forms related to policies? Job descriptions?
4. Technology: Consolidated came and checked the phone line, it was an alarm issue. Virtual reality was mentioned. Have a program on this?
5. Strategic Plan: Report on ways Strategic Priorities for 2019 were met will be included in annual report to the town. Design thinking activities will be developed to gather input on interior spaces this coming winter. The hope is to have teens give opinions for the teen space.
6. Personnel: employee evaluations were placed in their mailboxes. Sheryl will email the employees to let them know. She will mail them to Skip and Nate.

I. Public Comment - none

J. Adjournment – Robin made a motion to adjourn at 6:27 pm, Evan seconded. The meeting was adjourned.

Next Meeting: Monday, November 11, 2019, Cook Memorial Library—5:30 PM

Respectfully submitted,  
Melissa Donaldson  
Recording Secretary