

## **COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING**

### **Minutes November 11, 2019 – 5:30 PM @ LIBRARY**

A. Call to order - The meeting was called to order at 5:30 pm. Present are Allie Thompson, Anne Chant, Skip Nason, Nate Winship, Evan Henderson and Mary Cronin, Librarian. Melanie Streeter - Selectmen's Representative, Sheryl Power and Robin Gordon are absent.

B. Approval of Minutes of October 7, 2019 regular meeting. Allie made a motion to approve, Anne seconded. APPROVED Nate abstained.

C. Treasurer's Report:

1. October 2019 Financial Report - Skip made a motion to accept, Nate seconded. ACCEPTED

2. Unanticipated funds received

a. Conscience jar donations 22.50

b. Copy/fax income over budget 26.95

c. Program grant from NH Humanities 200.00

Total unanticipated \$249.45

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

ACCEPTED

D. Correspondence

1. New Hampshire Public Deposit Investment Pool annual report.

2. Further correspondence regarding Estate of Sharon Malenfant, notifications related to sale of property.

E. Old Business:

1. Library 2020 Budget: Town Finance Officer Kathy Estabrook asked for updated 2020 budget showing expected amount for library's town appropriation. See third draft. Mary explained items on the proposed budget. Soon there will be a meeting with the Selectmen and the budget committee to explain this.

2. Staff recognition for 20 years: Discuss plans for recognition. Cash, gift certificate (\$200)? Consider adding third week of vacation for part time employees with more than 10 or 15 years of service? The policy committee will meet to discuss this. Ten years is common. Is there a town policy on this? Do the recognition at the Holiday Party (Dec. 10) They are donations that exceeded what was expected.

3. Moose Plate grant project: No eligible project for Moose Plate funds has been identified yet. One of the leaded stained glass windows will need to be repaired in the next few years. The other stained glass windows are in good shape. Ask about attic floor.

F. Library Director's Report:

1. Programs: See November newsletter for a full list of recent and upcoming programs. Adult programs in October included a reception for the "In Praise of Trees" exhibit, a talk on children and media by Dr. Michael Rich, cosponsored by Tamworth Community Nurse Association, a talk on effects of climate on bird migration by Will Broussard, cosponsored by Chocorua Lake Conservancy. Laura Hodgman presented "No Cinderella Story" as one of our library's One Book One Valley events, Poetry Hour featured poems about trees, and a NH Humanities program, "New Hampshire Cemeteries and Graveyards" by Glenn Knoblock, was presented at the Ordination Rock Cemetery and cosponsored by the Tamworth History Center. Cook Memorial Library had 29 readers check out a copy of this year's One Book One Valley book,

"Becoming Nicole," and a number of Tamworth people attended the One Book One Valley culminating event at Kennett High School on October 24. Mary is gathering information on how to refresh the monthly book group since attendance has been low for the past several months. Children's programs included five storytimes and Baby Lapsit times. Staff has been gathering teen input on the teen corner, and as a result we are planning to purchase a couple of small high top tables and stools to create a collaborative work space in that corner. The Holiday Open House/Potluck is scheduled for Tuesday, December 10, 6:00-8:00 p.m.

2. Outreach and collaboration: Kathie Dyrenforth brought children's books to WIC clinic. Amy Carter visited the Brett School over two days to read to grades K-3. The students voted for their favorite book as part of the statewide Ladybug Picture Book Award.

3. Staff: Lucy Gatchell has joined the staff as a substitute. Mary Cronin attended the NH Library Association annual meeting and conference on November 1. Mary will complete grant report to NH Humanities for One Book One Valley 2019 in November.

#### G. New Business:

1. Sustainable Libraries: New Hampshire Library Association adopted a "resolution on the importance of sustainable libraries" at their annual meeting on November 1, 2019. This resolution mirrors the one adopted earlier this year by the American Library Association. (See attached copy.) Discuss whether to adopt a sustainability resolution for the Cook Memorial Library. Allie wonders if this might be read politically. Read and consider for further discussion at the next meeting.

2. Volunteer thank you: Staff is planning a "Thankful for Our Volunteers" coffee on Friday, November 22, 10:30-11:30 a.m. We will recognize long-time volunteer Joan Taylor, who recently "retired" from volunteering, as well thank all volunteers, including Friends. This social time will be open to anyone who wishes to come recognize, celebrate and thank the people who contribute time and effort to our library.

#### H. Committee Reports:

1. Friends of CML: Friends of Cook Memorial will meet on November 12.

2. Building & Grounds: Furnaces and air conditioners were serviced, but front room furnace is not heating. We're waiting on repair. Storm windows are ready, we're waiting on install. Lift inspection has been scheduled. Fire extinguisher inspections will be scheduled this week. Michele Killeen is painting the front room November 10-11. Floors on lower level will be stripped and waxed before year end. Steve Jacobs completed fall cleanup of grounds, and added some fill to help divert water away from rear entrance. Last winter we had runoff rain/melting snow wash into back entrance a few times when heavy rain fell while ground was frozen and caked in ice. Jason Bergen will make sure winter snow shoveling at rear entrance includes a trench to help drain water away from door.

3. Policy: Committee will need to meet if changes to staff vacation policy are being explored. It may be time to review Hours of Service policy (IV.C.1). Staff would like Trustees to consider closing at 2:00 p.m. on Saturday afternoons. It is consistently very slow between 2:00 and 4:00 p.m. on Saturdays. Also, recall the suggestion from survey done a couple of years ago that our library open on some holidays (MLK/Civil Rights Day, Presidents Day, Columbus Day, Veterans Day). How does the staff feel about this? Mary will check with them, as well as with the patrons. Other NH libraries do this.

4. Personnel: Committee approved adding a staff substitute. Mary Cronin has held annual review meetings with staff members. Mary completed self-evaluation and goals for 2020 for personnel committee.

5. Technology: If funds are available, consider purchasing a new public desktop and/or laptop.

6. Strategic Plan: Discuss updating plan for 2020-2021 or 2020-2022. Change the line about teen programming to something less restrictive in description. (more teen involvement). The mission has been shortened.

I. Public Comment - Skip spoke about the 54 Biggest Political Scandals in US History. The first one was about our first election, Jefferson vs. Adams. There was a law regarding fines for speaking badly about the President, but that you could say anything you wanted about the Vice President.

J. Adjournment – Evan made a motion to adjourn at 6:52 pm, Skip seconded. The meeting was adjourned.

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

Respectfully submitted,  
Melissa Donaldson  
Recording Secretary