

COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING

Draft Minutes - December 9, 2019 – 5:30 PM @ LIBRARY

A. Call to order – The meeting was called to order at 5:44 pm. Present are: Allie Thompson, Anne Chant (5:45 pm), Skip Nason, Nate Winship, Evan Henderson and Mary Cronin, Librarian. Melanie Streeter - Selectmen's Representative, Sheryl Power and Robin Gordon are absent. Melanie Streeter is absent.

B. Approval of Minutes of November 11, 2019 regular meeting. Under Old business number 2 - Allie has a question about using over-budgeted funds. Change to "they are donations that exceeded what was expected" Nate made a motion to approve as amended, Skip seconded. APPROVED

C. Treasurer's Report:

1. November 2019 Financial Report – Skip made a motion to accept the report, Allie seconded. APPROVED

2. Unanticipated funds received

a. Conscience jar donations 12.00

b. Copy/fax income over budget 169.80

c. Program grant from NH Humanities 200.00

Total unanticipated \$381.80

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

D. Correspondence

E. Old Business:

1. Moose Plate grant project: Mary Cronin spoke with Amy Dixon of NH Division of Historical Resources. Since there is no eligible project right now, Amy suggests Trustees vote not to accept the grant. There will be no penalty for not accepting if future Moose Plate grants are sought. Nate feels that it should be called to their attention that the project was intended for the appropriate time frame but that this is the fault of the legislature. The Board supports the drafting of this letter. Nate has offered to write the draft. Anne made a motion to refuse the funds from the Moose Plate grant regretfully. Nate seconded. APPROVED

2. Library 2020 Budget: Trustees Evan Henderson, Allie Kaplan-Thompson, and Director Mary Cronin attended the joint Selectmen/Advisory Budget Committee budget review meeting on December 5. See fourth draft of library budget. The Moose Plate Grant has been removed from this draft.

3. Staff recognition for 20 years: Recognition will take place at Holiday Open House. Anne brought cards and Mary had the certificates. Allie will speak at the event. Make sure a photo is taken to send to the Daily Sun.

F. Library Director's Report:

1. Programs: See December newsletter for a full list of recent and upcoming programs. Adult programs in November included a NH Humanities program, "Philosophy for Everyone," and a talk on Climate Change in New Hampshire sponsored by Chocorua Lake Conservancy. Marletta Maduskuie and Mary Cronin held a workshop to help people get started with the new Tamworth Exchange Google Group. Mary Cronin held a Grow with Google livestream training workshop for business owners, specifically veterans. Children's programs included four storytimes and Baby Lapsit times plus two book club meetings for older children. The AdventureQuest teen group that has participated in four "seasons" with leader Kevin Mahoney over the past several months is now ready to form their own role-playing gaming group. They will meet weekly at the library. Kevin said he will start a new group in a while. The Holiday Open House/Potluck will take place on Tuesday, December 10, 6:00-8:00 p.m.

2. Outreach and collaboration: Kathie Dyrenforth brought children's books to WIC clinic. Beth Dyson, ACA Healthcare Navigator for White Mountain Community Health Center held a drop-in assistance day at the library on November 12. Tamworth Veterans Committee borrowed chairs and coffee making equipment for the Veterans Day ceremony and reception.

3. Staff: Staff recently worked to reorganize the children's nonfiction and graphic novels, including adding better signage and shelf labels. Chris Clyne and Mary Cronin have attended webinars on display ideas, encouraging literacy with writing boxes, and building digital workforce skills. Staff hosted a "thankful for volunteers" coffee hour on November 22, and presented recently "retired" long-time volunteer Joan Taylor with a new book for the library's collection dedicated to her years of service.

4. Other: High top tables and stools have been ordered for the corner teen area. The computer table for the opposite corner has also been ordered for 2020 billing and delivery. Friends of CML are funding this purchase. Mary has also ordered a new computer. Mary will post the pieces of leftover carpet to the exchange to see if anyone would like them before she sends them to the dump.

G. New Business:

1. New Hampshire Retirement System "Quick Pay": NHRS has implemented an online bill pay service. Our bookkeeper believes this will work well for us and avoid late payments and fees. Anne made a motion to start the Quick Pay system with the NHRS, Allie seconded. APPROVED

H. Committee Reports:

1. Friends of CML: Friends of Cook Memorial will meet on January 14. Their last meeting was basically organizational. The Cabin Fever sale is being planned for March. The Plant Sale in June is their other major fundraising event. The Wish List was approved. There seems to be some burnout with the folks that are doing the book sales.

2. Building & Grounds: Front room furnace has been installed. Library paid 50% deposit from Buildings & Grounds "miscellaneous repairs" funds, which were earmarked for replacing storm windows. Three storm windows were ordered instead of eight to reserve funds in case painting and/or carpeting had unexpected additional costs. Because additional costs were minimal, there were funds available to help pay for the furnace. At their meeting on November 21, the Selectmen voted to pay the 50%

balance for the new furnace from the town's emergency repair fund. There is another new furnace upstairs. Storm windows cannot be installed if it is below freezing. Installation may have to wait until spring. The phone in the lift needed to be repaired.

3. Policy: Discuss change to II.E.2. Vacations to add to the third bullet (shown in italics):

"All part-time staff who have worked less than five years: one week, and more than five years: two weeks, and more than ten years: three weeks." If adopted, the staff budget line for 2020 may need to be adjusted. Robin suggests structuring a plan for earned time rather than scheduled vacation etc. Mary recommended being open more Mondays, and only closing for Memorial and Labor Day. At next scheduled meeting, Committee shall review section V. Management of Building and Grounds. Skip made a motion to approve the change to #2 in the policy. Evan seconded. APPROVED

4. Personnel: Committee met with Mary Cronin prior to today's meeting to do annual Director's evaluation. Mary shared her goals at that meeting. She will forward them later.

5. Technology: One new laptop for public use was purchased. It will help with afterschool rush. The library's webhost is ceasing operation in 2020. Mary is working on transferring the library website to a new webhost.

6. Strategic Plan: Discuss update to one-page plan, including revised mission statement, updating strategic priorities. Mary Cronin will include strategic plan progress in annual report to town. Mary suggests making our priority regarding teens to be broader than just programming. Change it to "Teen Engagement". Nate mentions changing the priority of faster internet to be a broader technology statement. Increase awareness of online and technology services. Educate patrons. Nate - under core services or priorities - re: resolution presented last month. He feels that it makes sense. Make it say that the Library will focus on supporting a sustainable Tamworth. Place under values? Place this under New Business for the next meeting. The Plan is being reviewed by many libraries throughout the State. They have requested that Mary speak at their meeting in May. The second sentence of the Mission Statement will be removed, and the dates will be changed.

I. Public Comment

J. Adjournment – Evan made a motion to adjourn at 6:58 pm, Robin seconded. The meeting was adjourned.

Next Meeting: Monday, January 13, 2019, Cook Memorial Library—5:30 PM

Respectfully submitted,

Melissa Donaldson

Recording Secretary