

COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
Draft Minutes FOR January 13, 2020 – 5:30 PM @ LIBRARY

A. Call to order – The meeting was called to order at 5:32 pm by Allie Thompson. Present are: Allie Thompson, Evan Henderson, Robin Gordon, Skip Nason, Nate Winship, and Mary Cronin, Librarian. Also present is Melanie Streeter, Selectmen’s Representative. Anne Chant and Sheryl Power are absent.

B. Approval of Minutes of December 9, 2019 regular meeting. Remove Melanie Streeter is absent duplicate. Skip made a motion to approve, Nate seconded. APPROVED

C. Treasurer’s Report:

1. December 2019 Financial Report – Allie made a motion to accept, Nate seconded. ACCEPTED

2. Unanticipated funds received

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|----------------------------------------|--------|
| a. Conscience jar donations | 12.25 |
| b. Copy/fax income over budget | 139.50 |
| c. Donations - Wiley \$50, Arnold \$50 | 100.00 |
| d. Replacement fees over budget | 36.32 |
| e. Trust Fund income over budget | 557.21 |

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| Total unanticipated | \$845.28 |
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Skip made a motion to accept the unanticipated funds , Robin seconded.
APPROVED

D. Correspondence:

1. Thank you notes from staff members Chris Clyne and Amy Carter.
2. Letter from Trustees of the Trust Funds accompanying check for \$1,557.21 for income earned December 2018 through November 2019 by the library trust funds.
3. Nate has yet to draft a letter regarding our sentiment on having to return the Moose Plate Grant money bt does intend to do so.

E. Old Business:

1. Library 2020 Budget: See version 5 of budget. Changes are carry over funds, increase in membership fees for NH Library Association, and increase in cost of elevator service and inspection. The lines highlighted in yellow in “2019 Actual” column are not yet finalized, but will be after remaining 2019 invoices are paid on January 14. Carry over funds are memorial funds and trust fund income. NHPDIP does not get carried over because we are not using it. It is reported, but has been removed from the budget. Skip made a motion to approve this version of the budget, Evan seconded. APPROVED
2. Sustainability: Continue discussion from December about how and/or if to include sustainability in strategic plan’s core services or priorities. In this situations, the sustainability considerations are environmental and administrative. Consider adding it into the stewardship section of the policies? Should it be part of the

mission/vision? Looking at the library through a sustainability lens. Insert into the values? Ask the staff for their input and ideas about this. Board consensus is that it is probably best included in the values section.

F. Library Director's Report:

1. Programs: See January newsletter for a full list of recent and upcoming programs. Adult programs in December included the annual Holiday Open House/Potluck on December 10, with 90 people attending the potluck and the music and storytelling that followed. The K.A. Brett School Band performed at the annual Holiday Tea on December 18. Children's programs included four Baby Lapsit Programs, four storytime programs (one with pajama giveaway by White Mountains Community Health Center, one outdoors), and one sensory play time. AdventureQuest series with the current group ended in December. Kevin Mahoney is planning to start another AdventureQuest series with a new group of younger children in the spring. Victor Vitek has offered to start a chess program. He is involved with a national chess players' organization. Mary is asking for estimates for some hearing enhancement equipment. She will be donating the outdated computer equipment. We were unable to put out some buttons that said "Make America kind again". Audiobooks and Ebooks frequently have waiting lists, but often that item is in stock. Is it possible to work out a program to mail the books?
2. Outreach and collaboration: Kathie Dyrenforth brought children's books to WIC clinic.

G. New Business:

1. Carry over funds from 2019: Discuss and vote whether to carry over \$4,110.00 in 2019 unexpended non-town funds to 2020 budget.
 - o Restricted donations \$582.05 (ChiaradonnaMF \$333.33, MalenfantMF \$175.00, FrommMF \$73.72)
 - o Income from Trust Funds \$1,557.21
 - o Copier/Fax income \$404.15
 - o Other unspent non-Town funds \$179.65 (Fees income \$28.03; book grant \$76.50; program grant \$31.12; sales \$44)
 - o Unspent FoCML funds \$1,386.94 (Spec. Proj. \$656, Staff Dev. \$137.42, Preservation \$93.52, Supplies \$500.00)

Allie made a motion to carry over \$4,110, Robin seconded. APPROVED

2. Library Financial Reports, Balance Sheet: Town Auditors recommend that library trust funds under the care of the Trustees of Trust Funds be reported only by Trustees of the Trust Funds. Including the library trust funds under the care of the Trustees of the Trust Funds in the Library Trustees' Balance Sheet is considered counting them twice in the official record. Mary has brought this to Sheena's attention, to get it removed.
3. Library Report for Tamworth Town Report: Review and discuss draft. Reports are due to Town Administrator by January 20, 2020. No corrections are noted.

H. Committee Reports:

1. Friends of CML: Friends of Cook Memorial will meet on January 14. They are working on the planning for the March Cabin Fever Book Sale and Luncheon (March 7) Donations are accepted for the silent auction.
2. Building & Grounds: Three storm windows were installed on January 3.
3. Policy: Committee will explore earned time off for part-time employees in lieu of vacation/holiday/sick pay. In 2020, Committee is due to review section V.
4. Personnel:
5. Technology: The library's webhost is ceasing operation in 2020. Mary is still working on transferring the library website to a new webhost.
6. Strategic Plan: Updates to one-page plan for 2020-21 were posted to the library's website and included in the January newsletter. Mary Cronin has included strategic plan progress in annual report to town.
7. Strategic Plan, services for older residents: Memory Kits were ordered, thanks to a donation to the Friends of Cook Memorial Library by Susan Goldhor.
8. Strategic plan, teen engagement: The teens that participated in the AdventureQuest game series in 2019 have formed their own Dungeons & Dragons group which is meeting weekly at the library. Local youth Connor White volunteered to plan and host an open mic event for older kids and teens which will be held on January 20.
9. Strategic Plan, increase awareness of online services: NH Downloadable Books was highlighted in the January newsletter. A handout with instructions for joining the Tamworth Exchange Google Group was posted on the library's website.

- I. Public Comment - Melanie spoke about tax abatements, and the need for assistance with the forms. Consider this for a workshop? Assist people with locating the information they need. Introduce the property tax relief form as well.

- J. Adjournment – Evan made a motion to adjourn at 6:38 pm, Skip seconded. The meeting was adjourned.

Respectfully submitted,
Melissa Donaldson
Recording Secretary

Next Meeting: Monday, February 10, 2020, Cook Memorial Library—5:30 PM