

COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
Draft Minutes FOR February 10, 2020 – 5:30 PM @ LIBRARY

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

B. Approval of Minutes of January 14, 2020 regular meeting. – Old business #1 - eliminate the line about trust fund income. In the next line, add reported "on the balance sheet" Robin made a motion to approve as amended, Evan seconded. APPROVED

C. Treasurer's Report:

1. January 2020 Financial Report – Anne made a motion to accept, Allie seconded. The report was accepted.
2. Anticipated funds received
 - a. Friends of Cook Memorial Library funding for 2020 "wish list" items: \$7,387.00
 - b. Unrestricted donations: Thompson \$1,000, Joannidis \$100, Graaff \$25

3. Unanticipated funds received

Conscience jar donations	17.00
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Total unanticipated	\$17.00
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Sheryl made a motion to accept the unanticipated funds, Robin seconded.
ACCEPTED

D. Correspondence:

1. Questionnaire and list from town auditors: A list of documents needed for audit and a questionnaire about finances was sent by new town auditors Plodzik & Sanderson. These are due to town office by Feb. 28.
2. Email from New Hampshire Public Deposit Investment Pool asking for updated contact information for Treasurer. Form to fill out and submit was supplied.

E. Old Business:

1. Library 2020 Budget: Evan Henderson, Anne Chant and Mary Cronin attended public hearing on the town budget on February 6. There were no questions about the library's proposed budget.
2. Sustainability: Mary Cronin will schedule a staff meeting to discuss update to strategic plan, including sustainability as a value and/or practice, along with other matters.

F. Library Director's Report:

1. Programs: See February newsletter for a full list of recent and upcoming programs. Adult programs in January included a Google Drive workshop, a book discussion, Poetry Hour, and two "winter wonderland" programs offered by the Chocorua Lake Conservancy: a talk on animal adaptation and a workshop on winter adaptation in

plants which included science, poetry, and making a crankie. Children's programs included four Baby Lapsit programs, three storytime programs, and one outdoor story time. A teen open mic program was held with technical set-up and equipment provided by Connor White. The new teen Dungeons & Dragons group is meeting weekly.

2. Outreach and collaboration: As suggested by Selectmen liaison Melanie Streeter, Nate Winship and Mary Cronin are offering assistance with application for property tax abatement. Robin Frost at the town office offered guidance about what kind of information is needed for a complete application. Kathie Dyrenforth brought children's books to WIC clinic. She says she can use more board books.

Mary and Anne are working with the Bristol library regarding the NH Library Trustees meeting in May.

G. New Business:

1. Northern NH Library Cooperative annual meeting has been scheduled for April 1 at 5:45 p.m. at the Madison Library. At least one Trustee from each library plus the directors of the four libraries must attend.
2. Public Library Annual Report: Mary Cronin submitted the annual library statistics report to the State Library.

H. Committee Reports:

1. Nominating: Evan Henderson and Anne Chant both filed to run for another term as Library Trustee.
2. Friends of CML: Friends of Cook Memorial met on January 14. Plans for the March 7 Cabin Fever Book and Bake Sale were discussed.
3. Building & Grounds: Committee met before today's meeting. New ceiling fan will be installed in children's area by rear windows. Interior painting was done on rear wall. Clark Moses volunteered to offer materials and installed a chair rail in the newly reorganized teen corner. New computer desk is scheduled to be delivered on Feb. 14.
4. 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. Committee will discuss whether to add sustainability to Stewardship Policy.
5. Personnel: No report.
6. Technology: The library's webhost is ceasing operation in 2020. Mary is still working on transferring the library website to a new webhost. Mary has been working on library digital archive. It will be ready soon to be made public.
7. Strategic Plan, increase awareness of online services: Mary Cronin has scheduled a "Library 101" program for February 19 (1 pm) to show people how to use their online library account. This will be the first in a series of how-to programs about online resources.
8. Strategic Plan, services for older residents: Memory Kits have been received, and have generated a lot of interest.

9. Strategic plan, teen engagement: Amy Carter and Polly Mahoney are starting to plan a parenting program or series of programs for parents of tweens/teens. The teen open mic program on January 20 was fun, another will be held at the end of the summer.

I. Public Comment

- J. Adjournment – Evan made a motion to adjourn at 6:20 pm, Nate seconded. The meeting was adjourned.

Next Meeting: Monday, March 9, 2020, Cook Memorial Library—5:30 PM

Respectfully submitted,
Melissa Donaldson
Recording Secretary