

**COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING**  
**Approved Minutes FOR March 9, 2020 – 5:30 PM @ LIBRARY**

A. Call to order – The meeting was called to order at 5:35 pm by Allie Thompson. Present are: Allie Thompson, Sheryl Power, Robin Gordon, Nate Winship, Evan Henderson, Melanie Streeter – Selectmen’s Representative, and Mary Cronin – Librarian. Skip Nason is absent. Anne Chant joined the meeting at 5:52 pm.

B. Approval of Minutes of February 10, 2020 regular meeting. Nate made a motion to approve, Sheryl seconded. APPROVED

C. Treasurer’s Report:

1. February 2020 Financial Report – Allie made a motion to accept, Robin seconded.  
ACCEPTED

2. Unanticipated funds received

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| Conscience jar donations | 8.00 |
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| Total unanticipated | \$8.00 |
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Nate made a motion to accept, Evan seconded. ACCEPTED

D. Correspondence:

1. Letter and forms from Cooper Cargill Chant attorneys regarding final distribution of Sharon Malenfant’s estate. Forms needed to authorize release of funds to the library were signed by Board Chair Allie Kaplan-Thompson and returned to the attorneys’ office on March 2. The amount is \$7982.44 .

E. Old Business:

1. Northern NH Library Cooperative annual meeting will take place on April 1 at 5:45 p.m. at the Madison Library. Mary Cronin and Sheryl Power will attend to represent Cook Memorial Library, but others can attend, too. It is a public meeting.

2. Sustainability: Topic will be discussed as part of March 10 staff meeting. Mary would like to determine where standard procedures will overlap with policies.

F. Library Director’s Report:

1. Responding to patron concerns and general angst about COVID-19: Library staff has been regularly wiping computer keyboards and mice, doorknobs, and restroom with disinfectant, as we have done when flu and cold seasons are in full swing locally. Children’s toys are washed after storytime each week. Library staff is monitoring COVID-19 news and discussing how libraries are responding and what makes sense at our library. The Nurses have asked the Tamworth Foundation for funds to respond to the COVID-19 virus.

2. Programs: See March newsletter for a full list of recent and upcoming programs. Adult programs in February included a Google Docs workshop, a talk on backcountry skiing by Jeff Leich of the New England Ski Museum, a cookbook book club and potluck, and Poetry Hour. Children’s programs included four Baby Lapsit programs, three storytime programs, and one outdoor story time. A Bookworms kids’ book

club was held on February 5. The new teen Dungeons & Dragons group continues to meet weekly. The library was closed on February 7 because of a heavy snow/ice storm.

3. Collections: Our subscription to Atlantic Monthly was recently cancelled by the publisher since they no longer accept renewals from agencies. We use Popular Subscription Service to handle periodical renewals for most of the library's subscriptions, saving lots of time managing a number of subscriptions. Renewing the cancelled subscription on our own would cost twice the price. Several patrons have requested the library start subscribing to Taproot magazine. Since our periodical budget is set for the year, Mary is asking if anyone is willing to sponsor either of these two subscriptions this year. "Sponsor a subscription" signs have been posted by the periodical shelves and at the desk.
4. Outreach and collaboration: Nate Winship and Mary Cronin met with nine individuals/couples who needed assistance finding supporting information for their application for property tax abatement. Discussion was held regarding the attendance at the abatement meetings, and that the Town has received 70 applications for abatement. This past month, Mary met with two New Hampshire library program students who needed to speak with a library director for an assignment. Amy Carter is working with Parker Roberts on plans for July 4<sup>th</sup> Family Day. There will be no fireworks on the 4th of July. It will be presented at Town Meeting to see if the Town would like to hold them on the 27th of June.

G. New Business:

1. Library financial reports were brought to Town Office for annual audit on February 21. They were returned on February 28. The auditors had a few questions about process like where records are kept and who has access, which Mary answered. No official report has been received yet. It is supposed to be done by the end of this month.
2. New Hampshire Library Trustee Association will be holding a regional meeting at the Minot-Sleeper Library in Bristol on April 22 at 5:30. Librarians, Trustees and Friends are invited to attend. Anne strongly recommends attending if you are able.
3. Town meeting is on Wednesday, March 11. Allie asked if anyone is able to attend and willing to answer questions. Mary will attend once the Library closes at 8 pm.

H. Committee Reports:

1. Nominating: Evan Henderson and Anne Chant are on the ballot for reelection. Anne will meet with Sheryl to make recommendations about who should be on which committees.
2. Friends of CML: Friends of Cook Memorial held their annual Cabin Fever Book and Bake Sale on March 7. They are meeting tomorrow, Nate will gather information. Mary reported that they made approximately \$350 on the auction, \$250 on the book sales, and the amount made on food is unknown. Their Plant Sale in June is the next event they will be working on. The executive board's next meeting is on March 10.

3. Building & Grounds: New ceiling fan has been installed in children's area by rear windows. New computer desk was delivered on Feb. 14. Attic insulation work is being scheduled, and Mary is checking to see if Eversource rebate is still available for the 2019 and 2020 insulation projects. Mary has a contract for the insulation work.
  4. Policy: Mary has a couple of sample earned time off policies from other New Hampshire libraries to share with the committee at their next meeting. Mary forwarded a sample pandemic policy to the board on March 4, which could be included when updating Section V. policies, specifically the Disaster Policy. We currently have two policies, a Disaster Plan & Emergencies and Disasters. The whole board should look at the pandemic policy and work on it together, perhaps at the next meeting. The policy committee will meet before, then review and discuss with the entire board. Allie is curious what the Schools are using as guidelines for closing due to pandemic illness. The Library can be added to the School's call list, Mary will contact Kathi Brown.
  5. Technology: Mary has selected a library-centered webhost to transfer the library website to. It costs more than the old one; the committee will review this year's technology budget to accommodate the change. The digital history website is up, and will become more interesting as items and exhibit pages are added. The site is built on the Omeka platform, and is structured to have its information harvested by regional and national digital history sites, making our unique collections findable. See <https://tamworthlibrary.omeka.net/>. The cost is \$425 now, as opposed to the previous cost of \$160.
  6. Strategic Plan, increase awareness of online services: No one came to the "Library 101" program last month. Mary will work on making a series of short video tutorials that people can access when needed, and highlight the library's online services in regular communications, including newsletters, website, and social media.
  7. Strategic Plan, services for older residents: Mary brought a Memory Kit to a local care facility for them to try out with residents. A new home delivery recipient was added. Most of the people seeking help with tax abatement applications were older residents.
  8. Strategic plan, teen engagement: Mary and Polly will take a workshop with Bobbi Slossar from the State Library on how to use Google Maps to create a virtual walking tour. This training will be used to develop a teen-led multiage project in the coming months. Mary will speak to Peter Smart about this project as well, as he has mapped a system of ski trails.
- I. Public Comment - voting is tomorrow, from 8 am to 7 pm. We have a new photo of Jean Ulitz to use on the Boston Cane Recipient display at the Town Office. The administration at the Town Office is diminished. Two resignations have been received, and the Administrator is out on leave. John Wheeler is the interim administrator. Becky and Melanie are filling in at this time. There is a new librarian in Sandwich. Trustees - notify Anne or Sheryl if you would like changes to your committee assignments.

J. Adjournment – Sheryl made a motion to adjourn at 6:36 pm, Allie seconded. The meeting was adjourned.

Town Meeting: Wednesday, March 11, K.A. Brett School—7:00 PM

NNHLC Annual Meeting: Wednesday, April 1, Madison Library—5:45 PM

Next Trustees' Meeting: Monday, April 13, 2020, Cook Memorial Library—5:30 PM

Respectfully submitted,

Melissa Donaldson

Recording Secretary