

**COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING**  
**Draft Minutes FOR April 13, 2020 – 5:30 PM electronically via Zoom**

**Meeting notice was posted online at the library website, on the Tamworth Exchange Google Group, and a printed notice was posted at Tamworth Post Office on April 10, 2020.**

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**PUBLIC NOTICE**

In accordance with Executive Order 2020-04 and Emergency Order #12, the Cook Memorial Library Board of Trustees has scheduled a Zoom meeting in place of their normally scheduled meeting at the library. All are invited to attend.

**Topic: Cook Memorial Library Board of Trustees Meeting**

**Time: Monday, April 13, 2020, 5:30 p.m.**

To join the Board of Trustee meeting with video conferencing on a computer or mobile device:

<https://zoom.us/j/806889288?pwd=MHlhWE9DcTBHdWVuRlFyenVGeXN3QT09>

Meeting ID: 806 889 288

Password: 688601

To join the meeting using a touch-tone phone, dial into the meeting with one of the following phone numbers (audio only), followed by the meeting ID and password when requested to do so:

Dial by your location

- +1 312 626 6799 US (Chicago)
- +1 929 205 6099 US (New York)
- +1 253 215 8782 US
- +1 301 715 8592 US
- +1 346 248 7799 US (Houston)
- +1 669 900 6833 US (San Jose)

Meeting ID: 806 889 288

Password: 688601

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- A. Call to order – The meeting was called to order at 5:31 pm by Allie Thompson.
- B. Online meeting guidelines and Board Chair’s statement on meeting compliance with the Right-to-Know Law during the State of Emergency. The checklist was reviewed to ensure compliance.
- C. Introductions and Attendance – Each of the Trustees listed below declared themselves as present and alone. Allie Kaplan-Thompson, Anne Chant, Robin Gordon, Sheryl Power, Nate Winship, Evan Henderson. Also present – Mary Cronin – Librarian, Melissa Donaldson- Recording Secretary, and Chris Clyne – employee/member of the public, who all declared themselves present and alone.  
Skip Nason and Melanie Streeter – Selectmen’s Representative are absent.

- D. Election of Officers – Ann presented the proposed slate.
- Chair – Allie Kaplan-Thompson
  - Vice Chair – Skip Nason
  - Treasurer – Evan Henderson
  - Assistant Treasurer – Skip Nason
  - Correspondence Secretary - Robin Gordon
  - Liaison to the Friends of the Library – Nate Winship

Committees:

- Building – Skip Nason (Chair) and Nate Winship
- Finance – Allie (Chair) and Evan Henderson
- Nominating – Anne (Chair), Skip, Sheryl
- Personnel – Sheryl (Chair), Nate, Robin
- Policy – Skip (Chair), Robin, Evan
- Technology – Evan (Chair), Allie
- All members are on the Strategic Planning and Budget Committees

Evan motion to approve the slate of officers and committee members as read by Anne, Nate seconded.

Roll Call:

- Evan – Aye
- Sheryl – Aye
- Nate – Aye
- Robin – Aye
- Anne- Aye
- Allie - Aye

- E. Approval of Minutes of March 9, 2020 regular meeting, and March 14 emergency meeting. Roll call vote required. Anne made a motion to approve both as submitted, Robin seconded.

Roll Call:

- Evan – Aye
- Sheryl – Aye
- Nate – Aye (abstained from 3/14)
- Robin – Aye
- Anne- Aye
- Allie - Aye

- F. Treasurer's Report:

1. March 2020 Financial Report - a motion to accept was made by Nate, seconded by Allie.

Roll Call:

Evan – Aye  
Sheryl – Aye  
Nate – Aye  
Robin – Aye  
Anne- Aye  
Allie - Aye

2. Unanticipated funds received

a. Conscience jar donations	\$15.00
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Total unanticipated	\$15.00
Robin Motioned to accept the unanticipated funds, Allie seconded.	

Roll Call:

Evan – Aye  
Sheryl – Aye  
Nate – Aye  
Robin – Aye  
Anne- Aye  
Allie - Aye

G. Correspondence:

1. A check for second quarter appropriation funds in the amount of \$40,915.08 was received from Town Selectmen on April 10, 2020. Check has been deposited in the bank.

H. Old Business:

1. Northern NH Library Cooperative annual meeting did not take place on April 1 at 5:45 p.m. at the Madison Library as scheduled. It will be rescheduled as an online meeting before the end of April.
2. Library pick-up service: After closing the building to the public per Trustees' March 14 decision to close when local public schools closed, Cook Library offered pick-up (curbside) service to patrons from March 16 through March 27, when Governor's Stay-at-Home Emergency Order #17 was announced.

I. Library Director's Report:

1. Staff: Library staff is working from home for the most part. Select staff members are in the building three to four times a week, and not at the same time. Mary has provided staff with work from home projects and tasks. Staff takes turns checking library phone messages and returning calls and emails on a schedule that mirrors typical library open days. The State Library has a task force working on planning for reopening.
2. Programs: Weekly storytime programs have been offered online by Amy Carter and Polly Mahoney since March 17. Poetry Hour was held online on March 30. Carol Jowdy will present an online program on land design on April 22. Other online but non-contemporaneous programming includes an online student art exhibit featuring

photos of art created by children in Tamworth during this pandemic time, and a community Earth Day activity to be announced next week.

3. Collections: Overdrive Advantage was added so that our library could shorten the longest wait times for Tamworth patrons using NH Downloadable Books. The initial allocation for this purpose was \$500. A partnership with White Birch Books is in the works to provide books to patrons along with adding new books for the library's collection. Mary described how the process will be working. Additionally, our library will initiate a community effort to provide books to children during the upcoming April vacation.
4. Outreach and collaboration: Our staff is doing outreach to our community in multiple ways. We have sent information about library services with parents and teachers through the Brett School's messaging system, have emailed parents of children in storytime groups, have phoned with patrons who staff feels may be isolated, and online, in print and using community networks and volunteers, have shared important Town announcements, news of emergency services and updates with Tamworth residents by publishing the Tamworth Daily Bulletin on weekdays since March 16. Mary Cronin has been meeting online with librarians and library directors several times a week.

J. New Business:

1. Library reopening plans: Chris Clyne has been researching best practices for when we reopen, and is on a statewide Re-Opening Your Library Best Practices Task Force organized by New Hampshire librarians. Chris has been reviewing written materials, and they will be meeting next week.
2. Resuming in-person library services: Plan for phasing in services, and what information will be used to make these decisions. Also taking temperatures, cleaning materials is being discussed. Schools reopening may be a prompt for the library to reopen. The lifting of the emergency order may be another benchmark. If schools do not reopen, Nate is concerned that the library not wait until that long. Some staff members and patrons are interested in when the pickup services will resume. The staff is considering how to get books out to the kids, perhaps with the bus run. Nate feels that resuming some level of circulation is desirable, but not if there is too much risk involved. Mary has a copy of Jackson's methods of dealing with the curbside pickup. Libraries that have restarted are only doing it twice a week. Perhaps consider once a week. Chris stated that the State Library does not agree with doing pickups at this point. She would like to gather more information before deciding. We will wait a week, then have a meeting to discuss. Mary feels that the Town Health Officer should be consulted. Chris can email information for the Board to study. Perhaps meet again on the 27th?

K. Committee Reports:

1. Nominating: See D. Election of Officers earlier on this meeting's agenda.
2. Friends of CML: Friends of Cook Memorial met at the library on March 10. Mary Cronin sent the Friends an update on the library and how we are providing services on April 6. Regular meeting is still scheduled for May at this time. They are not soliciting items for the calendar raffle. They have not made a decision about the June fundraiser.

3. Building & Grounds: Eversource rebate is still available for the 2019 and 2020 insulation projects. Mary has not contacted Quality Insulation to schedule installation yet. Mary is concerned that they may have donated their masks to the hospitals, but she can check with them.
  4. Policy: Mary Cronin and library staff are gathering resources for updating the library's Emergency/Disaster Plan. A number of guides and templates have been made freely available recently. Mary requests that everyone look at Jaffrey's plan, which was previously sent out.
  5. Technology: Cook Library website has been moved to the new server with no problems. Mary Cronin worked with Bobbi Slossar, NH State Library Technology Librarian to set up temporary offsite (at home) access to Ancestry database from our catalog, and shared instructions for how to do this with other libraries in New Hampshire using the Koha system.
  6. Strategic Plan, increase awareness of online services: All library services are offered online at present. Staff is helping people connect to them with tutorials and one-on-one assistance.
  7. Strategic Plan, services for older residents: Library staff has made a list of patrons who are likely to be isolated during this time, and are making phone calls to check in with them.
  8. Strategic plan, teen engagement: Mary Cronin will text the teen group that meets for D&D and see if they need support or a way to connect online.
  9. Strategic plan, deeper community connections and understanding: It feels like all of our work since we closed can be categorized this way.
- L. Public Comment - none. Mary asks the Trustees to keep the possibility of Selectmen requiring a furlow on their radar.
- M. Adjournment –Robin made a motion to adjourn at 6:32 pm, Nate seconded.
- Roll Call:
- Evan – Aye
  - Sheryl – Aye
  - Nate – Aye
  - Robin – Aye
  - Anne- Aye
  - Allie – Aye
- The meeting was adjourned.

Next Trustees' Meeting: Monday, May 11, 2020, 5:30 PM, meeting method to be determined