COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
Draft Minutes FOR May 11, 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 24, 2020.

PUBLIC NOTICE

In accordance with 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, May 11, 2020, 5:30 p.m.

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

https://us02web.zoom.us/j/91161556923?pwd=dkZ5ZTlwbGV4NTZlYitLdjYxVm0xUT09

Meeting ID: 911 6155 6923

Password: 596629

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

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.

C. Introductions and Attendance

Roll call:
Allie Thompson - present and alone
Evan Henderson- present and alone
Nate Winship - present and alone
Anne Chant - present and alone
Sheryl Power - present and alone
Robin Gordon - present and alone

Also present:
Mary Cronin – Librarian – present and alone
Melissa Donaldson – Recording Secretary - present and alone

D. Approval of Minutes, roll call vote required

1. April 13, 2020 regular meeting minutes – Nate made a motion to approve, Evan seconded.

Allie Thompson - Aye
Evan Henderson- Aye
Nate Winship- Aye
Anne Chant- Aye
Sheryl Power- Aye
Robin Gordon- Aye

2. April 27, 2020 emergency meeting minutes – Allie noted that under letter H – finance committee update – the finance committee met, not the budget. Nate made a motion to approve as amended, Sheryl seconded.

Allie Thompson - Aye
Evan Henderson- Aye
Nate Winship- Aye
Anne Chant- Aye
Sheryl Power- Aye
Robin Gordon- Aye

3. April 27, 2020 emergency meeting nonpublic minutes– Nate made a motion to approve, Evan seconded.

Allie Thompson - Aye
Evan Henderson- Aye
Nate Winship- Aye
Anne Chant- Aye
Sheryl Power- Aye
Robin Gordon- Aye

E. Treasurer's Report:

1. April 2020 Financial Report – The one that was sent out does not show any of the amendments made at the emergency meeting. Allie made a motion to accept, Anne seconded.

Allie Thompson - Aye
Evan Henderson- Aye
Nate Winship- Aye
Anne Chant- Aye
Sheryl Power- Aye
Robin Gordon- Aye

2. Unanticipated funds received
   a. Restricted donation for DVDs $35.00

   Total unanticipated $35.00

   Nate made a motion to accept the unanticipated funds, Sheryl seconded. Nate is appreciative of the new book he has in his possession, and thanks Mary for purchasing that book by donation. He commends the program. He feels that it should be reflected in the financials, Mary states that it will show in May. He hopes that other patrons of the library take advantage of this program. It took one week to get the book.

Allie Thompson - Aye
Evan Henderson- Aye
Nate Winship- Aye
Anne Chant- Aye
Sheryl Power- Aye
Robin Gordon- Aye

F. Correspondence:
1. Email on 5/6/2020 from New Hampshire Humanities announcing award of CARES Act General Operating Support Grants in the amount of $7,500 for general operating and programming support. This grant had a two day turnaround. The State Library and Tamworth History Center received $10,000 grants. The accounting period goes through September. The grant money must be spent first.
2. Email on 5/7/2020 from New Hampshire Library Trustees Association about renewing Trustees' memberships. The invoice was received today.
3. E-Court notification on 5/8/2020 from Ossipee Probate Court regarding Sharon Malenfant Estate; assent to first and final accounting filed by NH Division of Charitable Trusts. Mary believes that this is a step in the process. These funds were not included when the budget was considered. The front of the library – the pathway, the railing and the grass will need to be addressed. Perhaps a patio? Skip has a vision. Community input would be helpful. There is also some space in the back that could be considered.

G. Old Business:
1. Northern NH Library Cooperative annual meeting was held online on April 29. Mary Cronin and Sheryl Power attended as Cook Library representatives. The cooperative

will look into adding text notification function in the coming year. Everyone reports Conway's joining the cooperative has been positive.

2. Library reopening plans: The Re-Opening Your Library Best Practices Task Force shared an update on 5/7/2020. They expect to issue their report on May 21. Primex will have some library specific recommendations for safety and that will be looked at closely. The Town Emergency Committee gave us a thermometer. Mary has ordered masks to have available for staff and public. Gloves and soap dispensers have also been secured. Anne is making masks for the staff. Written procedures are being worked on. These must be in place before any services are started.
3. Resuming in-person library services: A new "Welcome Back Committee" met on Tuesday, May 5 to discuss how the library would move to next stage of resuming services, curbside pickup. Sheryl Power, Amy Carter, Chris Clyne, and Mary Cronin make up this committee. Committee is working on protocol for working in the building based on Governor's Stay at Home 2.0 guidelines, sourcing supplies needed to follow new protocol, procedures for staff filling patron requests and handling returned items, and communication for the public to explain the how this will look from their perspective. Decide on date to begin? Services to consider resuming next are home delivery with volunteer drivers and document services. It may be worth reviewing the Primex document before choosing a date. They would like to try things this week, then start next week with Tuesday and Friday. There is a three day delay for items before items can be distributed/redistributed. Furniture needs to be rearranged. A rough draft of the protocol is done.

   Skip and Melanie have joined the meeting, 6:04 pm.

   Anne asks about the book quarantine process for materials. They can sit in a box for the three days. Mary will have better guidance soon.

   Allie feels that May 18 is acceptable as a date for reopening. Nate supports this position, but mentions that Mary said there may be costs associated with this. The Tamworth Foundation may be an option for this. A screen may be needed at the desk area. Melanie asked if Mary has been in touch with Rich Colcord regarding reimbursable expenses, and she confirmed that she has, but will contact him again.

   Suggestions: In the week of the 18th we support the reopening of the library. On a specific date we empower the library director to make the appropriate decisions at the right time. Motion beginning May 18 the Library is empowered to commence its curbside pickup. The Library Director is considering a soft opening during the week of May 18. The Phased Reopening statement is a good statement to include. Mary wishes to review the plans with the health officer and the Emergency Management Director when they are complete.

   It will be included in the State plan that you can go back at any stage.

Allie made a motion that the Library is empowered to begin the phased reopening during the week of May 18. Staff safety and the protocol shall be in place. Specific dates of implementation will be determined at the discretion of the Library Director. Anne seconded.

Mary feels that document services and home delivery services are important to figure out at this time. When she feels that everything is in place for this, she will begin.

H. Library Director's Report:

1. Staff: Library staff has been informed of changes to budget to be discussed at this meeting, and the new schedule when curbside pickup service resumes. Staff meets weekly online for an hour.
2. Programs: Weekly storytime programs continue to be offered online by Amy Carter and Polly Mahoney. Online storytime programming takes longer to prepare and requires two people in order to have it go smoothly. Carol Jowdy's online garden design program had 31 in attendance. NH Humanities presenters can offer programs online, so our writing program planned for May 18 will go on as planned, only online with Zoom. The Votes for Women NH Humanities program planned for later this month cosponsored by Tamworth History Center has been scheduled as an online program on June 2. Amy Carter has contacted several of our regular local program presenters to see who may be willing to do an online program. Summer Reading Program will have an online component provided by the NH State Library. NH Downloadable Books got a CARES Act grant to provide downloadable copies of summer book group books. Amy Carter, Polly Mahoney, and Peggy Johnson met on May 11 to brainstorm summer reading program ideas. Amy is also collaborating with area children's librarians and with the school. The 5K race on July 4 will not be happening. Perhaps this could happen in the fall.
3. Collections: Through the "new books for the library" partnership with White Birch Books, we have added 13 new books to the library's collection, 10 were donated and 3 were purchased based on patron request. This program can continue indefinitely.
4. Outreach and collaboration: Our staff continues doing outreach to our community in multiple ways, communicating with the school, other nearby libraries, patrons, and town officials. Peggy Johnson and Mary Cronin worked with members of the Tamworth Recycling Project to make a tic-tac-toe game for Earth Day. This was shared with the K.A. Brett School principal, who shared it with students and parents. The Tamworth Daily Bulletin is now the Tamworth Weekly Bulletin, published on Wednesdays and shared on the Tamworth Exchange, the library website, and posted on some bulletin boards around town. The library lent the Selectmen a laptop computer and conference cam, and has set up online access to Selectmen's meetings using the library's Zoom account. Nate spoke about a Road Trip summer reading program for adults. He offered to do a promotional program to promote this. Books could be picked up at Tanna Farm, the program would be through the Library. The topic is about roadtrips with dogs.

I. New Business:

1. Library budget: See draft Library 2020 Budget summary and detail with adjustments to save town appropriated funds and library funds in response to anticipated revenue shortfalls. Recent award of CARES Act grant is included in this budget. The staffing was kept at the level, but three part time people are being furloughed for six weeks beginning Thursday the 14th, through the 24th of June. The substitute has been attending the meetings, in the event that a substitute is needed due to illness. Most of the reductions were in maintenance. Insulation is being done because the rebate will be lost if it is not done, and the rebate is approximately half the cost of the project. The appropriation for the next quarter will be adjusted.
2. Discussion of the library's role in supporting Tamworth kids this summer. Nate is concerned about what will be available for kids to do. There is potential that the library could become a place for them to go. There are federal programs for meals for children in Tamworth over the course of the summer. The school does not have the resources to continue this program. At Emergency Management meeting this morning, the Selectmen were informed that the School has received a grant to feed the children. The delivery is the portion that there is not funding for. The program covers 109 children who qualify for meals. Nate will follow up to inquire more about this, and about the transportation issue. He feels that the Library's role is to be a community leader in promoting the idea that no kid in Tamworth shall go hungry this summer. He would like the Library to go on record as being supportive. Nate suggests "The Board of Trustees at CML supports using all available resources of the Federal, State and Local Government including the School Department, to provide meals, at least one a day, to the children of Tamworth during the time in which the School is not open." Robin would like more information before issuing this statement. The Library location does not qualify as a feeding site. Allie would like more information as well. No movement is to be made at this time.

J. Committee Reports:

1. Nominating:
2. Friends of CML: Forty-seven children received or will receive a new book or magazine subscription in the mail through the Friends' "Books for Kids" project. Friends of Cook Memorial will meet online with Zoom on May 12 at 4:00 p.m. The Book Sale is on hold. The Plant Sale is a topic for discussion, how to make it happen without using the space by the library.
   The Farmers Market will be held at the Brett School, outside. Perhaps there would be space available for the Plant Sale fundraiser.
3. Building & Grounds: Quality Insulation will install attic insulation on May 20-21. No staff will be scheduled to work at the library on those days. Mary will let the installers into the library. Shall we think about more seating and shade/rain protection for people using the library's wireless connection outside the library? Mary is planning to do some canvassing of the folks outside to see what their suggestions are.

4. Policy: The Pandemic Policy adopted at the April 27, 2020 meeting was shared with library staff and posted on the library's website.
5. Technology: Two wifi extenders have been installed to push library's wireless internet signal further in front and in back of the building. Mary hopes to get some feedback about how this is working. The gentleman from Government Oversite was able to use the library's signal at the Selectmen's meeting the other night.
6. Strategic Plan, increase awareness of online services: Library staff is providing one-on-one assistance over the phone and email to patrons who need help using the library's online resources.
7. Strategic Plan, services for older residents: Library staff continues to call patrons who are likely to be isolated during this time.
8. Strategic plan, teen engagement: Mary Cronin still needs to contact 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.

K. Public Comment

Robin would like to know how the staff is doing with all of this. Mary feels that they are doing pretty well with it.
Nate thanked Allie for her leadership in this time and commended her for rising to the occasion through all of this.
Melanie asked if the thermometer was received. Chris said that it was to be received, Mary believes that they have it.

L. Adjournment – Evan made a motion to adjourn at 7:14 pm, Anne seconded. Allie Thompson - Aye
Evan Henderson- Aye
Nate Winship- Aye
Anne Chant- Aye
Skip Nason – Aye
Sheryl Power- Aye
Robin Gordon- Aye

The meeting was adjourned.

Next Trustees' Meeting: Monday, June 8, 2020, 5:30 PM, meeting method to be determined

Respectfully submitted,
Melissa Donaldson
Recording Secretary