

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

Meeting notice was posted online at the library and town website and a printed notice was posted at Tamworth Post Office on July 1, 2020. A Public Hearing notice was published in the Conway Daily Sun on July 3, 2020 per RSA 202-A:4-c III. (a).

PUBLIC NOTICE

The Board of Trustees of the Cook Memorial Library in Tamworth, New Hampshire will hold a public hearing to discuss the acceptance of unanticipated funds under RSA 202-A:4-c III. (a) in the amount of \$8,108.60 from the Estate of Sharon Malenfant.

The public hearing will be held on Monday, July 13, 2020 at 5:30 p.m. at the beginning of the Board of Trustees' regular monthly meeting. In accordance with Emergency Order #12, the Cook Memorial Library Board of Trustees has scheduled a Zoom meeting in place of an in-person hearing at the library. The public may attend online or by telephone (audio only).

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.

Cook Memorial Library Board of Trustees Meeting

Time: Monday, July 13, 2020, 5:30 p.m.

Join Zoom meeting online:

<https://us02web.zoom.us/j/91161556923?pwd=dkZ5ZlIwYm0xUT09>

Join by telephone: 1 929 205 6099

Meeting ID: 911 6155 6923; Password: 596629

- A. Call to order – The meeting was called to order at 5:32 pm by Allie Thompson. Present are: Allie Thompson, Evan Henderson, Sheryl Power, Robin Gordon, Betsy Loughran, Anne Chant, Skip Nason, Mary Cronin-Librarian, Melanie Streeter – Selectmen's Representative, and Melissa Donaldson, Recording Secretary.
- 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 – the following attendees announced that they are present and alone: Allie Thompson, Evan Henderson, Robin Gordon, Skip Nason, Sheryl Power, Anne Chant, Mary Cronin, Melissa Donaldson, Betsy Loughran and Melanie Streeter.
- D. Public Hearing to discuss the acceptance of unanticipated funds under RSA 202-A:4-c III. (a) in the amount of \$8,108.60 from the Estate of Sharon Malenfant. *RSA 202-A:4-c Trustees'*

Authority to Accept and Expend Gifts. III. (a) For unanticipated moneys in the amount of \$5,000 or more, the public library trustees shall hold a prior public hearing on the action to be taken. Notice of the time, place, and subject of such hearing shall be published in a newspaper of general circulation in the relevant municipality at least 7 days before the hearing is held.

A motion to accept was made by Anne Chant, seconded by Robin Gordon. There was no discussion. Roll call

A motion to close the public hearing was made by Evan, seconded by Skip.

Roll Call:

Allie Thompson – yes

Evan Henderson – yes

Robin Gordon – yes

Sheryl Power- yes

Anne Chant – yes

Skip Nason - yes

The public hearing was closed at 5:38 pm.

The regular meeting began at 5:39 pm.

E. Approval of Minutes, roll call vote required

1. June 8, 2020 regular meeting minutes – Tonight's meeting was listed as July 6, not this evening. Allie made a motion to approve as amended, Evan seconded.

Roll Call:

Allie Thompson – yes

Evan Henderson – yes

Robin Gordon – yes

Sheryl Power- yes

Anne Chant – yes

Skip Nason - yes

2. June 17, 2020 Public Hearing minutes –Anne made a motion to approve, Evan seconded.

Roll Call:

Allie Thompson – yes

Evan Henderson – yes

Robin Gordon – yes

Sheryl Power- yes

Anne Chant – yes

Skip Nason - yes

F. Treasurer's Report:

1. June 2020 Financial Report – Evan reviewed the financial report. The second half of the insulation is in the special projects. Sheryl made a motion to accept, Skip seconded.

Roll Call:

Allie Thompson – yes

Evan Henderson – yes
Robin Gordon – yes
Sheryl Power- yes
Anne Chant – yes
Skip Nason - yes

2. Unanticipated funds received

Estate of Sharon Malenfant	\$8,108.60 (not included in this motion/acceptance)
Donations (Winship, Parsons)	260.00
Memorial Donations in memory of Joe Semmes	285.00
Grant from Tamworth Foundation	1,574.00
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Total unanticipated	\$10,227.60 (\$2119.00)

Allie made a motion to accept unanticipated funds not including Sharon Malenfant, \$2119.00 Sheryl seconded.

Roll Call:

Allie Thompson – yes
Evan Henderson – yes
Robin Gordon – yes
Sheryl Power- yes
Anne Chant – yes
Skip Nason - yes

\$7500.00 was received from the CARES grant, \$8108.60 from Malenfant Estate.

G. Correspondence: none

H. Old Business:

1. Resuming in-person library services: On July 6, 2020, we moved to stage 3 of our plan, and began offering library visits by appointment. Mary spoke about how this is working. So far it is working pretty well.
2. New trustee appointment: Nate Winship's former seat on the Library Board of Trustees will be filled by the Selectboard on the recommendation of the Library Trustees. Betsy Loughran is interested in filling this vacant seat. A motion to recommend Betsy Loughran to the Selectboard as Library Trustee was made by Skip, seconded by Robin.

Roll Call:

Allie Thompson – yes
Evan Henderson – yes
Robin Gordon – yes
Sheryl Power- yes
Anne Chant – yes
Skip Nason - yes

3. CIP: Mary has contacted the heating contractor but does not have a response. \$7000 was spent to replace the basement furnace, the attic furnace for \$7200 and another furnace at \$8100. This leaves one furnace that has not been replaced recently. She recommends adding \$9000 for that project. Air conditioning was on the plan for 2022. We had a furnace on each of 2022 and 2023. The internet has been updated, and is very fast if you are not on the Ethernet and if you have the right equipment. The network might be considered for evaluation. Mary will try to get an idea of what this would cost.

I. Library Director's Report:

1. Staff: The Welcome Back committee met on July 3 and went over library appointment protocols. Staff, along with Trustee Sheryl Power, has worked together on these. Mary attended a three-part webinar sponsored by New England Library Association on Regenerative Change, an approach to planning that goes beyond sustainability.
2. Programs: Weekly storytime programs continue to be offered online by Amy Carter and Polly Mahoney. Chocorua Lake Conservancy's invasive aquatic plants program presented by Amy Smagula on June 10 had about 45 attend. This program was recorded and posted on the library's Youtube channel. The summer reading program began on July 6. Each of the four weeks will have a different theme with activities outside the library, online posts and videos, and storytimes. "American Road Trips" discussion series had its first meeting on June 15 on Zoom with 5 attending. This group will meet again next Monday. The glass on the tables is working well.
3. Volunteers: Anne Chant is volunteering to do home delivery, and also has been making weekly trips to bring interlibrary transfer bags to Conway and Madison and back to Tamworth. Hollis Heichemer is volunteering to do home delivery and to help check out and shelve books on Monday mornings. There are many volunteers making "do you know" videos for the Summer Program. Others have volunteered to pick up and deliver equipment.

J. New Business:

1. Plans for funds from Estate of Sharon Malenfant – Mary feels that the front walkway and entrance could use some work. The brick walkway was highlighted by the insurance company. The bricks are slippery. Would steps be a better choice? Sharon's name could be placed in the walkway. Community input could be gathered. Perhaps September?
2. Tamworth Foundation grant received: At the end of June, Tamworth Foundation granted \$1,574.00 for our library to purchase canopy tents and a picnic table to add sheltered outdoor space for wireless users behind the library, an upgrade to higher speed for our internet connection, and glass toppers for the circulation desk.
3. Conducting Library Board of Trustees meetings outside and distant? The Town House is available for meetings. Professionals are cleaning the building. The Board supports meeting in person, but there is hesitation from some about meeting inside.

Notice could be given that the meeting will be outside unless the weather is bad, and then it will be a zoom meeting. Mary has a question about letting others use the outdoor space for meetings. A poll of the board was taken, and there were some concerned members, enough that Allie has decided not to meet in person.

K. Committee Reports:

1. Nominating: quiet at this time
2. Friends of CML: Friends of Cook Memorial will meet on Zoom on July 14 at 4:00 p.m. Friends organized a virtual 5K for the July 4th weekend as a fundraiser. They are meeting tomorrow. The 5K got some fun attention.
3. Building & Grounds: Staff Janitor Tracey Noyes will begin working again on July 13 and come twice a week instead of once a week. Extra cleaning time may be covered by town COVID-19 funds. Canopy tents and picnic table are set up behind the library. Glass toppers for the circulation desk and a plexiglass screen are now in place. Mary feels this may be overkill, that they will call her if it needs to be done twice a week.
4. Policy: job descriptions. Mary will email the policy committee. Policies may need to change due to the pandemic.
5. Technology: The internet upgrade was installed by Spectrum on July 8.
6. Strategic Plan, increase awareness of online services: The library's YouTube channel now has "do you know" Summer Program videos and a couple of recorded Zoom programs. Learning how to record and post videos to the YouTube channel will create an online archive of programs that can be shared.
7. Strategic Plan, services for older residents: We were reminded that being open by appointment for computer use is an important service when our second appointment was for a patron to access a telehealth meeting. One of our regular patrons has let us know how much they like Zoom programs.
8. Strategic plan, teen engagement: Amy Carter has worked with three peer facilitators to organize an "Antiracist Reading and Reflecting Group for Teens and Twenty-Somethings" based on the book "Me and White Supremacy" by Layla Saad. There are about 20 or so planning to participate.
9. Strategic plan, deeper community connections and understanding: The Summer Program organized by Amy Carter, Polly Mahoney, and Peggy Johnson is all about community connections. There are many community members involved in the planned activities. Since the pandemic started, we have a number of comments from patrons about how grateful they are for this library and the services we are providing, and our communications to keep our community informed.

L. Public Comment – Melanie let everyone know that today is Evan's birthday. Happy Birthday was sung. Melissa's birthday is Thursday. Allie asked how the tax payment income was going to play out for the remainder of the year. Kim will be providing that information to the Selectboard soon.

M. Adjournment – Skip made a motion to adjourn at 6:38 pm, Evan seconded.

Roll Call:

Allie Thompson – yes
Evan Henderson – yes
Robin Gordon – yes
Sheryl Power- yes
Anne Chant – yes
Skip Nason - yes
The meeting was adjourned

Next Trustees' Meeting: Monday, August 10, 2020, 5:30 PM, meeting method to be determined

Respectfully submitted,
Melissa Donaldson