

**COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING  
DRAFT MINUTES FOR September 14, 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 September 8, 2020.**

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**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 monthly meeting at the library. All are invited to attend.

Cook Memorial Library Board of Trustees Meeting

Time: Monday, September 14, 2020, 5:30 p.m.

Join Zoom meeting online:

<https://us02web.zoom.us/j/82306997614?pwd=MkJrM05JMEgyZUFTUEQ2aVhUbXV5dz09>

Join by telephone: 1 929 205 6099

Meeting ID: 823 0699 7614

Passcode: 158839

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A. Call to order - The meeting was called to order at 5:42 pm by Allie Thompson. Present are: Allie Thompson, Sheryl Power, Anne Chant, Betsy Loughran, Evan Henderson, Mary Cronin-Librarian, and Melissa Donaldson - Recording Secretary. Robin Gordon, Skip Nason, and Melanie Streeter-Selectmen's Representative are absent.

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

Allie Thompson – present and alone

Anne Chant - present and alone

Sheryl Power - present and alone

Betsy Loughran - present and alone

Evan Henderson - present and alone

Melissa Donaldson - present and alone

Mary Cronin – present and alone

D. Approval of Minutes, roll call vote required

1. August 24, 2020 regular meeting minutes - motion to approve by Betsy, seconded by Evan.

Allie – yes

Anne – abstain

Sheryl – yes  
Betsy – yes  
Evan - yes

F. Treasurer's Report: Covid monies are being submitted.

1. August 2020 Financial Report -A motion to approve was made by Anne , seconded by Sheryl  
Allie – yes  
Anne – yes  
Sheryl – yes  
Betsy – yes  
Evan - yes

2. Unanticipated funds received

a.	Conscience jar donations
	\$3.00
b.	Memorial Donations in
memory of Joe Semmes	50.00
c.	Donation for books (Bergen)
	30.00

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Total unanticipated	\$83.00
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A motion to accept was made by Betsy , seconded by Sheryl

Allie – yes  
Anne – yes  
Sheryl – yes  
Betsy – yes  
Evan - yes

G. Correspondence:

1. NH Library Trustees Association email about virtual roundtable meeting on September 22.

H. Old Business:

1. Update on in-person library services: Discuss meeting room use during COVID-19. Staff has calculated the room could hold up to 10 with distancing protocols. There have been several inquiries about using the room as we move into fall. Claes Thelemarck, leader of the 4-H Makers Club, would like to use the room on Mondays from 4 to 5 p.m. with the following considerations:
  - We would not store supplies or materials. We maintain our on supplies and bring them home with us.
  - All kids would arrive and leave through the side door.
  - No parents would be allowed in the library
  - Max of 8 kids plus myself. (buffer of one space per your capacity)

- All kids would be masked and complete our health screening prior to participation each day

The Tamworth Recycling Project is interested in figuring out how to make meetings available in person as well as via Zoom.

The Library policy follows the School policies regarding closing. Food would be prohibited. Covid meeting room guidelines will be drafted. There is a limit of 10 people including staff. A motion to move to the next stage: opening of the meeting room was made by Betsy, seconded by Anne.

Allie – yes

Anne – yes

Sheryl – yes

Betsy – yes

Evan - yes

I. Library Director's Report:

1. Staff: Chris, Peggy, and Lucy are working on a 2021 calendar using art from three recent community art shows. Friends of CML will pay for printing and receive proceeds of sales. Polly will offer Play Pod training outdoors for families. These will be 3 week sessions, planned for Thursdays. We may need to keep Friday staffing at summer level (3 staff members) if Fridays remain busy. The Staff meeting was held. It was helpful to meet in person. October 19 there will be another meeting. Mary has sample policies about what to do if certain things happen.
2. Programs: Amy held a kids' books giveaway on the front lawn as well as an outdoor kids' book club meeting on September 1. This was well attended. The September 2 program for parents on play-based learning had one attendee, we may make information available on demand using video or audio. Alice Posner presented a program on herbs on September 9. Mr. Aaron performed an outdoor concert for children on Sept. 11. This was paid for by a Kids, Books and the Arts grant. It went very well. Amy and Polly will begin to hold outdoor storytimes on the last Tuesday of the month, other weekly storytimes will remain on Zoom for the time being. Friends of CML will fund young kids' yoga for three extra months, from Oct-Apr. It will be online. The race and racism discussion group will begin on Sept. 30, so far seven have signed up. Surveys are being done to assist with the budgeting process. This week's is on online resources. Programs will be another survey topic. The foyer has been repaired and painted. The bulletin board has been replaced. Curbside pickup may change to foyer pickup as the weather gets colder. A new water mat has been received, and a repair to the door is scheduled. The staff review process begins soon.
3. Statistics: See 2020 year-to-date compilation.

J. New Business:

1. 2021 Library Budget: See first draft. Note that personnel expenses have not been calculated yet for 2021, the draft has 2020 figures. Personnel is up in the air. Carryover funds will be filled in over time. Restricted funds - Malenfant. There are

other funds listed as well. Fromme funds are nearly depleted. Trustees of the Trust Funds income has been estimated. The friends have pledged to give the Library \$5600. The Tamworth Foundation grant paid for internet and will carry over. Anticipated expenses are reviewed. Special Projects and Outdoor Improvements was accidentally doubled. Mary will recheck her internet figures. The furnace is showing up in the Operating budget. Betsy asked about Capital Reserves. Guidance from the Town is needed to further this budget draft.

K. Committee Reports:

1. NH Trustees Association: Anne Chant - is now Vice President of NHLTA. The Spring Conference will be held May 12&13, virtually. Many libraries are losing staff members.
2. Nominating: (placeholder)
3. Friends of CML: Friends of Cook Memorial held their annual meeting on September 8 on Zoom. Sheryl attended. Nominations of officers were done. They talked about the bulb sale, which was going well. The Book Sale Room organizer has resigned. Lauren Sayers has joined the Friends. The Wish List was approved.
4. Building & Grounds: See draft of 2021 Building & Grounds projects and budget. Skip and Mary will discuss this. The attic is a consideration for storage.  
Policy: Review final draft of Fiscal Policy; vote on whether to adopt. The auditor had an issue with the Library not doing deposits on a regular basis. Line 3- reviewed by Treasurer. Bi-weekly time records will be reviewed by the Director. Betsy recommends using the policy for a year to see how it works, then modify if needed. The Treasurer would review, and if changes are needed they would be brought to the committee. A motion to approve as amended was made by Betsy, seconded by Sheryl.  
Allie – yes  
Anne – yes  
Sheryl – yes  
Betsy – yes  
Evan - yes
5. Technology: See draft of 2021 Technology budget. Mary applied for a grant from Tamworth Foundation for funding for network upgrade. Color printer/fax/scanner wore out, a replacement was ordered.
6. Strategic Plan, services for older residents: We have added yet one more home delivery patron.
7. Strategic plan, teen engagement:
8. Strategic plan, deeper community connections and understanding:

L. Public Comment

M. Adjournment - Betsy made a motion to adjourn at 7:17 pm, Anne seconded.

Allie – yes  
Anne – yes

Sheryl – yes  
Betsy – yes  
Evan - yes

Next Trustees' Meeting: (Reschedule because of holiday?) Monday, October 12, 2020, 5:30 PM,  
meeting method to be determined - Not rescheduled

Respectfully submitted,  
Melissa Donaldson  
Recording Secretary