

COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
Draft Minutes FOR November 9, 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 15, 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 monthly meeting at the library. All are invited to attend.

Cook Memorial Library Board of Trustees Meeting

Time: Monday, November 9, 2020, 5:30 p.m.

Join Zoom meeting online:

<https://us02web.zoom.us/j/86703880194?pwd=UTR0ZVpFRVlQM0I4TGNuakFhT1pOQT09>

Join by telephone: 1 929 205 6099

Meeting ID: 867 0388 0194

Passcode: 827043

- A. Call to order – The meeting was called to order at 5:32 pm by Anne Chant.
- 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 - Members below declared that they are present and alone.
Anne Chant
Allie Thompson
Evan Henderson
Robin Gordon
Betsy Loughran
Melanie Streeter – Selectman’s Representative
Mary Cronin – Librarian
Melissa Donaldson – Recording Secretary
- D. Approval of Minutes, roll call vote required
 - 1. October 12, 2020 regular meeting minutes - Evan made a motion to approve, Allie seconded.
Allie –yes
Evan – yes
Robin – yes
Betsy – yes
Ann – yes

E. Treasurer's Report:

October 2020 Financial Report – Evan reviewed the report for the Board. Betsy made a motion to accept, Anne seconded.

Allie –yes

Evan – yes

Robin – yes

Betsy – yes

Ann – yes

1. Unanticipated funds received

Conscience jar donations	23.00
Tamworth Foundation grant for network	2690.00
NH Humanities grant for program	200.00
Unrestricted donations (Kennett, Smith)	200.00

Total unanticipated	\$3133.00
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Allie made a motion to accept the unanticipated funds, Betsy seconded.

Allie –yes

Evan – yes

Robin – yes

Betsy – yes

Ann – yes

F. Correspondence:

1. Email from Town Administrator Karen Anthony asking for library budget sheet for Selectmen review. Betsy asked a question about what the town process was. Cost of Living increase is included in the draft budget. Betsy has concerns about cutting salaries. Melanie spoke about the process.
2. Mary spoke about correspondence from the Planning Board - results from the Master Plan summaries. Some Board members also received correspondence regarding the Watchtower - Jehovah Witness literature.

G. Old Business:

1. 2021 Library Budget: See third draft. There are no significant changes. Mary recommends putting the building consultant back in the budget. (\$400). There will be a number of projects in the coming year. Robin will speak with Larry about the stipend. 2% is the increase that is being used for the staff right now. Allie made a motion to submit the draft budget version 3 to the Town, Betsy seconded. Roll call

H. Library Director's Report:

1. COVID-19 Pandemic: Protocols remain the same at present, with limits on number of visitors at one time, new pandemic meeting room policy, and quarantining of returned library materials. If any changes need to be made, guidance for decision making is available from the CDC, NH DHHS, and Primex.

2. Staff: Mary completed annual review meetings with staff. Peggy and Lucy, with Chris' help, are almost done getting a 2021 calendar featuring artwork from our 3 annual community art exhibits ready for the printer.
3. Programs: Outdoor storytimes have been well received with between 18 and 36 attending over the past six weeks. Amy and Polly continue to collaborate on these programs. We received good feedback from people who attended the Button Up NH weatherization program on Zoom. The Chocorua Lake Association Zoom programs are also consistently popular. In October Lynne Flaccus presented on bird migration. In November she will talk about winter tree identification. Louise Wroblewski's Morning Pages writing program had 9 and then 12 people attend on Zoom. Louise will continue offering this program monthly through January. Mary spoke about a slavery movie that has been shown in Jackson. It was well received there. That will be coming up for Tamworth. The Ponteen Theatre will be doing a Zoom puppet show in lieu of the Holiday Potluck. It can be shown more than once.
4. Vacation: Mary is planning to take remaining vacation time for 2020 in December.

I. New Business:

1. Inclement weather policy: Discuss notification specifics and if a staff member other than library director can make the decision to close for inclement weather when director is on vacation.

"Section 4: Inclement weather"

The library may close (or postpone opening) when weather conditions make travel hazardous. The deciding factor of any decision made will be the safety of the library patrons and staff, although maximum effort will be made to maintain regular library operating hours.

1. If hazardous road conditions occur, the director will call the Chairperson of the Library Board of Trustees to advise him or her of the situation.
2. If a decision is made to close, the local radio station will be called to make the necessary announcement, and a note will be posted on the library door."It is posted on the Library website, Facebook, The Exchange, etc. as well. Also, add a note will be on the door if possible. Broaden the policy to say "all local media". Allie feels that part 1 could be removed. The Board supports this. Allie made a motion inclusive of the changes mentioned including Director or Designee, (as a single paragraph). Betsy seconded. Roll call

J. Committee Reports:

1. NH Library Trustees Association: Anne Chant - met recently. Anne asked the Trustees if they had any recommended changes to the manual. Please email your concerns to her. Are there any topics that people suggest for the Annual Conference, being held in May, virtually. The manual is available online as a pdf.

2. Nominating: Trustee vacancy - Mr. Mahoney withdrew. Paul Priestman is interested. He is the Administrator for UUFES. Betsy spoke highly of his competency. This term will last through Town Meeting. He will attend the December meeting. A letter will need to be sent to the Selectmen to have him appointed. Allie nominated Paul Priestman to the Board of Trustees, to be forwarded to the Selectmen, Anne seconded.

Allie –yes

Evan – yes

Robin – yes

Betsy – yes

Ann – yes

Allie will speak to Paul, then forward to the Selectmen.

3. Friends of CML: Next meeting is November 10 at 7:30 p.m. on Zoom. They have three new members. They will be discussing the Book Sale, and book donations.
4. Building & Grounds: Due to resignations of Trustees Nate Winship and Skip Nason, there is no committee. Larry Nickerson is willing to resume acting as building consultant, and has contacted heating contractor, roofer, and mason to discuss projects that need estimates and/or work done. Gary Jones and Larry would like permission to excavate part of the brick walkway at the side entrance to see what might be involved with any redesign. The walkway will be marked in some way, as it is a liability. Use will be prohibited. Evan volunteered to help on the Building and Grounds Committee. Caution tape will be installed once they excavate.
5. Policy: Plan meeting to develop Earned Time Off policy in place of Sick Leave, Bereavement Leave, and Personal Days policy and review/revise Holidays policy. Betsy volunteered to join this committee. The Town will be doing this as well. Melanie offered to share the draft with them.
6. Personnel: Library Director annual review - Sheryl is absent. This is a work in progress. Robin and Betsy will be creating a draft.
7. Technology: Network upgrade will be scheduled as soon as parts arrive. Conway Library is collecting old laptops to be refurbished and distributed to seniors/anyone who needs them. They are looking for Windows 7 computers. The Library has 3 laptops and one desktop. Mary would like to donate them to this cause. She will deliver them to Conway.
8. Strategic Plan, services for older residents: Karen Vitek is now volunteering to offer tech help by appointment.
9. Strategic plan, teen engagement: We have a new volunteer who has run chess clubs; we are working out if there is way to have (virtual) chess this winter.
10. Strategic plan, deeper community connections and understanding: Amy is working with others to develop a series of “face to face” online programs to keep community connected this winter. Mary has been in contact with NH Public TV about Communities and Consequences Part 2. Screenings are being held all over the State. She will contact George Cleveland to see if he is interested in moderating the discussion.

K. Public Comment - Melanie spoke about information received regarding the GOFER grant. Everything that was previously submitted was approved. Mary will need guidance on the accounting of this. Karen has set up an appointment with auditor, and they will be coming in February, earlier than usual. The Selectmen are looking to rebuild the rec program - Outing Club. They are looking for volunteers for a Planning Committee. Robin spoke about the way Mary and the staff have stepped up throughout this trying time. The Board appreciates Mary and the Staff. Anne spoke of Mary's positivity.

L. Adjournment -- Evan made a motion to adjourn at 6:49 pm, Robin seconded. The meeting was adjourned.

Next Trustees' Meeting: Monday, December 14, 2020, 5:30 PM, likely via Zoom.

Respectfully submitted,
Melissa Donaldson
Recording Secretary