

COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
Draft Minutes FOR December 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 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, December 14, 2020, 5:30 p.m.

Join Zoom meeting online:

<https://us02web.zoom.us/j/86703880194?pwd=UTR0ZVpFRVlQM0I4TGNuakFxT1pOQT09>

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 5:35 pm by Allie Thompson. Present are: Allie Thompson, Anne Chant, Sheryl Power, Robin Gordon, Betsy Loughran, Evan Henderson, Melanie Streeter-Selectmen's Representative, Mary Cronin-Librarian, 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 people declared themselves present, and alone: Allie Thompson, Sheryl Power, Betsy Loughran, Anne Chant, Robin Gordon, Evan Henderson, Mary Cronin, Melanie Streeter, Melissa Donaldson

D. Approval of Minutes, roll call vote required

1. November 9, 2020 regular meeting minutes - fix roll call votes on two paragraphs.
Anne made a motion to approve, Betsy seconded.
Allie Thompson – yes
Sheryl Power – yes
Betsy Loughran – yes
Anne Chant – yes
Robin Gordon – yes
Evan Henderson – yes

E. Treasurer's Report:

1. November 2020 Financial Report - After discussion, Betsy made a motion to accept, Sheryl seconded. Betsy voiced a concern that the increased numbers for ebooks, internet, etc. will be in the budget as those expenses will likely remain higher than previous years.

Allie – yes

Sheryl – yes

Betsy – yes

Anne – yes

Robin – yes

Evan – yes

2. Unanticipated funds received

a. Conscience jar donations 51.50

b. Unrestricted donations (Wintner, Williams) 300.00

Total unanticipated \$351.50

Allie made a motion to accept the unanticipated funds, Robin seconded.

Allie – yes

Sheryl – yes

Betsy – yes

Evan – yes

Anne – yes

Robin – yes

F. Correspondence:

1. Letter and donation from Nathaniel Winship to establish Norinne Hayford Winship Memorial Fund to support history collection. This was a \$500 donation. Mary sent an acknowledgement, Allie will send a thank you note.

G. Old Business:

1. 2021 Library Budget: See fourth draft. Mary has not heard anything from the town. Covid expenses were clarified on the first page. Funds will be coming in from the Town, once they hold a public hearing to accept the reimbursement funds.

H. Library Director's Report:

1. COVID-19 Pandemic: With recent surge in cases of COVID-19 in our region, library staff is reminding the public to keep conversations and visits brief, and to maintain social distance. Two additional plexiglass screens have been ordered for public service desks. Storytime is returning to Zoom. The number of people in the library will be limited to 5, including staff. Discussion regarding the use of the meeting room was held. HVAC people will be coming to take care of the filters in the air system.
2. Staff: Beginning Dec. 15, Mary will be working from home and then on vacation through the end of the year. Other staff members have her contact information if needed, and Mary has provided instructions on how to prepare invoices, payroll, and deposit.

3. Programs: Outdoor storytimes have a smaller but loyal following now that the weather is colder. The race and racism discussion group continues to meet online every other week with 7 participants. Zoom yoga for preschoolers has a small but enthusiastic following. Pontine Theatre/White Heron Production is online, on-demand. Contact the Library for login info to view.
4. Statistics: See 2021 CML Statistics through November report.

A doorbell has been installed.

Robin is supportive of limiting the group meetings downstairs. Mary will let groups know.

I. New Business:

1. Revisit library hours and meeting room use with current regional COVID-19 infection rate. Some in-person services are ones that meet basic needs. Remaining open will maintain public access to computers, printing, faxing, copying, and in-person assistance using technology. Tuesday and Wednesday evenings and Saturday afternoons are very slow (often no one comes in), consider closing at those times and shifting staff to other open hours? Pickup of library materials in foyer is going well; patrons seem comfortable with the process. We have made requesting materials as easy as possible, offering multiple ways for patrons to do this. Tuesday and Wednesday close time is suggested as 6 pm, as opposed to the current time of 8 pm. Saturday will be 10am-2pm. This would start on January 1.
2. Conway Library - unofficial agreement with Albany regarding library services. Albany has paid less than what they were billed. Albany residents are asking if they are able to go to Cook Library with no charge. Perhaps Albany can contract with Tamworth instead of Conway. We will wait and see what happens with Conway.

J. Committee Reports:

1. NH Library Trustees Association: Anne Chant - the Education Committee has a meeting tomorrow morning. They are working on the Annual Conference, which will be held May 12&13. Mary is working on the Strategic Plan.
2. Nominating: Trustee vacancy - Paul Priestman is hoping to join in January.
3. Friends of CML: Next meeting is January 10 at 7:30 p.m. on Zoom. - Sheryl was unable to attend the last meeting. The Friends have been selling some books and calendars at the Farmers Market.
4. Building & Grounds: The HVAC contractor who has been working on the Town Offices will come service the library's burners this week. The lift was inspected last week. Mary has a shoveler lined up.
5. Policy: Working on Earned Time policy to replace of Vacation, Policy, Sick Leave, Bereavement Leave, and Personal Days Policy, and Holidays policy. Robin and Mary discussed the policies that Betsy had, Mary has drawn up a draft to review. Betsy

supports the concept of Earned Time Off. She also spoke about a 12 month or 15 month limit. She also spoke about short term disability. She feels that we should look into this. The Town has looked into the Earned Time Off option, and Melanie will share the legal information they received.

6. Personnel: Library Director's Goals for 2021 are coming soon. Allie feels that sending a card to each staff member from the Board would be a good idea, thanking them for their work. Any suggested wording should be sent to Allie. Anne volunteered to help Allie with this project.
7. Technology: Network upgrade will be scheduled as soon as parts arrive. Mary will contact them to see if she can get an updated time frame. There are a couple of computers that are nearing replacement.
8. Strategic Plan, services for older residents: Mary Cronin met with Marguerite Corvini, Project Director of the UNH Center on Aging and Community Living along with Conway Library Director David Smolen and MWV Age Friendly Community Director Marianne Jackson to discuss telehealth and libraries. This is a continuing conversation. Conway Library received grant money for getting computers to seniors.
9. Strategic plan, teen engagement: This is a challenge at the present time.
10. Strategic plan, deeper community connections and understanding: Mary is working with NHPBS to host a showing of the film "Communities and Consequences II: Rebalancing New Hampshire's Human Ecology" followed by a panel discussion. Cooperating groups are the Tamworth Planning Board and Economic Development Commission, MWV Housing Coalition, MWV Age Friendly Community, UNH Cooperative Extension, and other area libraries. This will be an online event that will take place on Tuesday, January 26.

K. Public Comment - Melanie mentioned that January 7th (tentatively) is the public hearing for the budget. They are awaiting confirmation from the School. This will be an in person meeting.

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

Sheryl – yes

Betsy – yes

Anne – yes

Evan – yes

Robin – yes

Next Trustees' Meeting: Monday, January 11, 2021, 5:30 PM, meeting method to be determined.