

**COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING**  
**Minutes February 8, 2021 – 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.**

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**MINUTES**

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, February 8, 2021, 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

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- A. Call to order – The meeting was called to order at 5:33 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 - Present are: Allie Thompson, Betsy Loughran, Sheryl Power, Robin Gordon, Anne Chant, Evan Hendeson, Paul Priestman, Mary Cronin-Librarian, Melanie Streeter- Selectmen’s Representative. All attendees declared themselves present and alone.
- D. Approval of Minutes, roll call vote required
  - 1. January 11, 2021 regular meeting minutes - Betsy made a motion to approve, Anne seconded. Roll call
    - Allie Thompson – yes
    - Evan Henderson – yes
    - Sheryl Power – yes
    - Anne Chant – yes
    - Paul Priestman – yes
    - Betsy Loughran – yes
    - Robin Gordon - yes
- E. Treasurer’s Report:

1. January 2021 Financial Report – Mary noted an error that will be corrected in next month. Unrestricted donation should read \$225, this will be addressed tomorrow. Allie made a motion to accept, Sheryl seconded.  
Allie Thompson – yes  
Evan Henderson – yes  
Sheryl Power – yes  
Anne Chant – yes  
Paul Priestman – yes  
Betsy Loughran – yes  
Robin Gordon - yes

2. Unanticipated funds received
 

Conscience jar donations	4.00
Restricted donations (McVicar/Selchen)	200.00
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Total unanticipated	\$204.00

 Betsy made a motion to accept the unanticipated funds, Sheryl seconded.  
 Allie Thompson – yes  
 Evan Henderson – yes  
 Sheryl Power – yes  
 Anne Chant – yes  
 Paul Priestman – yes  
 Betsy Loughran – yes  
 Robin Gordon - yes

F. Correspondence:

1. Tamworth Foundation has some funds that were donated for relief for the Covid. This is available for distribution. They will be discussing the grant application process at their next meeting (2/16/21 at 5:30 on Zoom). There is \$100,000 available.

G. Old Business:

1. 2021 Library Budget: The town budget hearing will be held on February 11, 2021 at the Town House and on Zoom. The meeting on January 7, 2021 had audio difficulties. The library budget has changed due to increases in electricity costs. Anne can attend.
2. Library hours: Hours for February remained the same as January's: Mon., Tues., and Fri. 10-5, Wed. 10-8, Sat. 10-2. Discuss resuming Tuesday evening hours in March (10-8), keeping Saturday hours at 10-2, which means there will be two fewer service hours than usual. Also consider resuming meeting room use for small groups (short meetings with COVID-19 distancing and masking protocols)? March 14 is the time change. Mary will solicit feedback from patrons regarding the Tuesday evening hours. Mary has not had many folks with a need for the meeting room. Perhaps a "soft opening".

H. Library Director's Report:

1. COVID-19 Pandemic: We have answered a number of questions about the vaccine registration process.
2. Staff: A staff meeting was held on February 1 on Zoom. The library was closed for one hour. We will continue with monthly check-in meetings, and hold them at 9:30 before the library opens.
3. Programs: Storytimes remain on Zoom, and will resume outdoors when the outdoor space is right. Online storytimes have had good attendance this month.
4. Programs: "Face to Face Zoom Conversations with Neighbors" 6-week series has been a success. There are two more in the series this month. We cooperated with Tamworth Recycling Project and Lakes Region Planning Commission to host a Composting Workshop, over 80 attended. We will be hosting more Zoom online programs along with Chocorua Lake Conservancy (owls are the topic in February, on the 16th at 7 pm) and will host a talk on reviving cask/barrel making in New Hampshire with the Cooperative Extension later this month.

Outreach - an informational list was produced. The Tamworth Foundation is going to print them and mail them out to everyone in Tamworth. It may be included in the Town Report.

Communities and Consequences was well received.

I. New Business:

1. Library financial records were brought to the town office for the annual audit. Auditors asked for some electronic files, too. Auditors also asked that two questionnaires be completed: one for library Trustees and a fraud questionnaire for Director.
2. Outdoor Space planning: Larry Nickerson has provided an elevation drawing of the meeting room entrance walkway and ramp. Schedule community input meeting(s) to develop a plan. Sharon Malenfant Memorial funds and carried over Friends of CML funds are available to reconstruct the walkway and railing. A community trash can was mentioned, as was the possibility of a rain barrel.

J. Committee Reports:

1. NH Library Trustees Association: Anne Chant - met February 3. NHLTA Spring Conference sessions are set. May 12&13, virtual. Cost is \$25. Keynote speech will be about diversity in NH. Omeka is the history website, a platform for hosting digitized library materials.
2. Nominating: Allie Kaplan-Thompson and Betsy Loughran will appear on the town ballot for three-year term for Library Trustee. Paul Priestman will appear on the ballot for a one-year term.  
Committee appointments should be looked at. The buildings committee needs two members. Evan is willing to sit on that committee.
3. Friends of CML: A meeting was held on January 12 at 7:30 p.m. on Zoom. The Annex organization is ongoing, and going well. Friends and Altrusa will hold a plant sale in

- June, and the Friends are beginning plans for a community celebration outside the library on September.
4. Building & Grounds: In May or thereabouts, Green Mountain Conservation Group will install a rain barrel, with volunteer help and maybe some funds for materials, in the space to the right of the entrance, where the rain is funneled by the roof. They will combine this with a community workshop on rain barrels. They will provide a sketch of what it will look like for Trustees to review.
  5. Policy: Working on Earned Time policy to replace Vacation, Sick Leave, Bereavement Leave, and Personal Days policy, and Holidays policy. Schedule committee meeting to draft new policy, and schedule meeting with staff for input and discussion. Selectmen have tabled the adoption of a new Earned Time Off Policy until after town meeting. Melanie reports that the first year that it comes about, there will be items such as old time to carry over that will need to be figured out. Time carried over will have to be included in the budget for the next year. Robin will contact Karen for more information.  
Review library card policy for nonresident cards. We are offering more electronic materials now, some of which are charged per use (Kanopy, Overdrive). In order to communicate how nonresident cards can be used, it would be helpful for staff to have a more specific policy. Options are to limit nonresident for borrowing the library's physical items only and require applications and renewals for nonresident cards to be made in-person, or to charge a nonresident card fee as other libraries do, or keep it as is. There is an issue between Albany and the Conway library. Kanopy allows Mary to not include the nonresidents. NH Downloadable books will allow that option, but it will require reissuing the nonresident cards with a different number sequence. The Chromebooks and hotspots require more thought. The Board supports only allowing the residents to use the downloadables, and not to offer cards for purchase.

### **III. D. Circulation (Revised 6/12/17)**

1. The library will serve all permanent, part-time, and temporary residents of Tamworth. Residents of adjacent towns may use the library and there will be no fee for patron registration. Cardholders of other Northern New Hampshire Library Cooperative may use their home library cards at Cook Memorial Library. Duplicate cards will not be issued. Borrowing privileges are extended to anyone over seven years of age. All such patrons shall complete a registration card. The Library Director has the authority to make exceptions to the above policies.
6. Personnel:
7. Technology: The Chromebook has arrived, now a Chrome license is needed. Google no longer offers nonprofit discount to libraries, so this license for the life of the device will cost \$150 instead of the expected \$30, bringing total cost of the Chromebook to \$526.99. The license allows an admin to reset the computer after

each use and to disable it if it is checked out and not returned. The license was received today.

8. Strategic Plan, services for older residents: We have provided help for people over 65 years old with vaccine registration, including printing QR code that needs to be brought to appointment, answering questions over the phone, and helping with registration form. Valentine's Day cards are being made by community members and students at K.A. Brett School, they will be distributed to seniors who receive meals on wheels, who live in Remick Acres, who live at the county nursing home.
9. Strategic plan, teen engagement: Ricco Simpson volunteered to make kits with supplies for Valentines project.
10. Strategic plan, deeper community connections and understanding: Between 90-100 people attended the film showing of Communities and Consequences II: Rebalancing New Hampshire's Human Ecology". It was followed by a good discussion, and should start further discussions and help inform future planning efforts.

K. Public Comment- Town Meeting and voting has been moved to May. Voting will be May 11, Town Meeting will be on May 15 at the Brett School, outside in the tent.

L. Adjournment-Evan made a motion to adjourn at 7:01 pm, Betsy seconded. Roll call

Respectfully submitted,  
Melissa Donaldson  
Recording Secretary

Next Trustees' Meeting: Monday, March 8, 2021, 5:30 PM, online on Zoom.