

## COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES

### Draft Minutes FOR March 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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#### 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, February 8, 2021, 5:30 p.m.

Join Zoom meeting online:

<https://us02web.zoom.us/j/86703880194?pwd=UTR0ZVpFRVIQM0I4TGNuakFxT1pOQT09>

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 5:30 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 – the following declared themselves present and alone.
  - Allie Thompson
  - Evan Henderson
  - Betsy Loughran
  - Paul Priestman
  - Anne Chant
  - Robin Gordon
  - Mary Cronin
  - Melanie Streeter
  - Melissa DonaldsonSheryl Power joined the meeting after roll call had been taken
- D. Approval of Minutes, roll call vote required
  - 1. February 8, 2021 regular meeting minutes- Evan was present at the meeting. Page 3 spelling correction under NHLTA - Omeka is spelled incorrectly. Section J5 Policy discussion - should read "only" residents to use the downloadables. Betsy made a motion to approve as amended, Anne seconded.

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Allie - yes  
Evan - yes  
Betsy - yes  
Anne - yes  
Sheryl - yes  
Robin - yes  
Paul - yes

E. Treasurer's Report:

February 2021 Financial Report – Mary explained why the blinds went over budget. This was for a broken blind that needed to be replaced. Betsy made a motion to accept, Evan seconded.

Allie – yes

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Evan - yes  
Betsy - yes  
Anne - yes  
Sheryl - yes  
Robin - yes  
Paul's computer is frozen

Unanticipated funds received

Conscience jar donations	20.00
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Total unanticipated	\$20.00
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Betsy made a motion to accept, Sheryl seconded.

Allie - yes  
Evan - yes  
Betsy - yes  
Anne - yes  
Sheryl - yes  
Robin - yes  
Paul's computer is frozen

F. Correspondence:

1. Bristol Library is holding a Broadband meeting via zoom on Friday at 5:30. Mary will share the link on request.

G. Old Business:

1. 2021 Library Budget: Report on Town budget hearing Feb. 11, 2021. Library CIP furnace replacement is on the Town Warrant in Selectmen's article # 6 and also in the library's operating budget (article #16). This is a mistake that needs to be corrected. The warrant will be \$9000 less.
2. Outdoor Space planning: Plan a meeting outside in April. Mary would like to do this when the snow is gone. This will be a planning meeting.

H. Library Director's Report:

1. COVID-19 Pandemic: We're holding our own with protocols in place. We will open again on Tuesday evenings beginning March 16.
2. Staff: A staff meeting was held on March 1 at 9:30 before the library opened. Staff is busy working on spring and summer plans, often in cooperation with other organizations (Green Mountain Conservation Group, Tamworth History Center, Chocorua Lake Conservancy, K.A. Brett School, etc.)
3. Programs: Storytimes will resume outdoors tomorrow. The recorded programs that have been posted on the library's YouTube channel recently have been viewed many times, some over 100 times. Mary will be saving these recorded videos on a hard drive, but may need to purchase more hardware in order to archive these properly. The newsletter lists all the programs. Storytime will be outside tomorrow.

I. New Business:

1. Tamworth Foundation grants: Mary has submitted two grant applications. One is for a COVID Response grant for four separate projects: Library "bookmobile," Community outdoor music concerts, Summer STEM program for kids, Check out internet access. The second is in partnership with Chocorua Lake Conservancy for a series of programs for this coming fall on Wabanaki history and current presence in New England. We should hear if the grants will be awarded by the end of the month. If they are, the library's operating budget should be changed to include the anticipated funds at town meeting on May 15. The town appropriation will not change due to the grants. The internet access piece is for a chromebook and a hotspot that could be checked out. Several locations are being considered for the bookmobile, including Remick Acres, White Lake Estates, and Tamworth Pines.
2. Northern NH Library Cooperative annual meeting is scheduled for Wednesday, April 6, 2021 at 5:45 p.m. on Zoom. Library Directors and at least one Trustee from each library need to attend. Sheryl volunteered to attend. They are looking to implement a Discovery software in the future.

J. Committee Reports:

1. NH Library Trustees Association: Anne Chant - met last week. New Trustee Orientations are scheduled for 3/24 and 6/7 via zoom. House Bill 544 will ban diversity training in teaching. The Annual Meeting is May 12&13.
2. Nominating: Anne -  
Proposed slate: (See attached)

Committee assignment proposals: (see attached)

Allie made a motion to approve the proposed slate, seconded by Evan. Allie - yes  
Evan - yes  
Betsy - yes  
Anne - yes

Sheryl - yes

Robin - yes

Paul - yes

3. Friends of CML: Will meet on Zoom on March 9 at 7:30 p.m.
4. Building & Grounds: The door to the book return in the children's room has a broken hinge that needs repair. The chairs we had stored at the Town House are coming back to the library with the help of volunteers.
5. Policy: Committee will meet on March 9.
6. Personnel: Consider adding half-time Technology Librarian position in 2022. Mary explained the need for this position. A job description and cost will have to be determined.
7. Technology: Chromebook still needs setting up, Chrome license has been received. The library computers are requiring more attention lately due to increases in numbers of security updates and the age of some of our computers (the older they are the slower to download and install updates.) The copier/printer contract is expiring in June, discuss exploring options for adding wireless printing and faxing with renewal of contract. Mary is getting pricing for this.
8. Strategic Plan, services for older residents: Grant applications include programs and services for seniors.
9. Strategic plan, teen engagement: Grant applications include summer jobs and programs for teens.
10. Strategic plan, deeper community connections and understanding: Grant applications include programs and outreach for the community.

K. Public Comment - Melanie shared that the School has given final approval for voting to take place on May 11. This Thursday's Selectmen meeting will have a report from the Rec. Committee. It is on Zoom if anyone wants to listen in. The Conservation Commission was Zoom bombed at their last meeting.

L. Adjournment - Betsy made a motion to adjourn at 6:27 pm, Evan seconded.

Allie - yes

Betsy - yes

Anne - yes

Sheryl - yes

Paul - yes

Evan - yes

Robin yes

The meeting was adjourned.

Next Trustees' Meeting: Monday, April 12, 2021, 5:30 PM, online on Zoom.

Respectfully submitted,  
Melissa Donaldson  
Recording Secretary

### **Proposed Slate of Officers and Committee Assignments**

#### **Officers:**

Chair: Allie Kaplan-Thompson

Vice Chair: Anne Chant

Treasurer: Evan Henderson

Assistant Treasurer: Paul Priestman

Friends Liaison: Sheryl Power

Corresponding Secretary: Robin Gordon

#### **Committees:**

All board members serve on Budget and Strategic Planning.

Nominating: Anne Chant (Chair)

Sheryl Power

Paul Priestman

Buildings and Grounds: Evan Henderson (Chair)

Paul Priestman

Finance: Allie Kaplan-Thompson (Chair)

Evan Henderson

Personnel: Sheryl Power (Chair)

Robin Gordon

Betsy Loughran

Policy: Betsy Laughran (Chair)

Evan Henderson

Robin Gordon

Technology: Evan Henderson (Chair)

Allie Kaplan-Thompson

