

COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
Draft Minutes FOR April 12, 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.

- A. Call to order – The meeting was called to order at 5:32 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
 - Sheryl Power
 - Paul Priestman
 - Betsy Loughran
 - Anne Chant
 - Evan Henderson
 - Mary Cronin, Librarian
 - Melissa Donaldson, Recording Secretary
 - D. Approval of Minutes, roll call vote required
March 8, 2021 regular meeting minutes – Evan made a motion to approve, Anne seconded.
 - Allie - yes
 - Sheryl - yes
 - Paul Priestman - yes
 - Betsy Loughran - yes
 - Anne Chant -yes
 - Evan Henderson - yes
 - E. Treasurer’s Report:
March 2021 Financial Report –Allie made a motion to accept, Sheryl seconded.
 - Allie - yes
 - Sheryl - yes
 - Paul Priestman - yes
 - Betsy Loughran - yes
 - Anne Chant -yes
 - Evan Henderson - yes
- 1. Unanticipated funds received

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| Conscience jar donations | 15.00 |
| Donation for Science subscription – Joannidis | 99.00 |
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| Total unanticipated | \$114.00 |
| Anne made a motion to accept the unanticipated funds, Sheryl seconded. | |
| Allie - yes | |
| Sheryl - yes | |
| Paul Priestman - yes | |
| Betsy Loughran - yes | |
| Anne Chant -yes | |
| Evan Henderson - yes | |
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F. Correspondence:

1. NH Library Trustees Association sent an email with information about the upcoming Annual Conference.
2. NH Library Association Advocacy and Legislative Committees sent an email with a request for information to be forwarded to Trustees. They are building a list of Trustees who have contacts with elected officials and other policy and decision influencers to have on hand in case a need for advocacy comes up.
3. An email from Bob Seston was received. The trustees of the trust fund have an existing trust fund with zero balance. They are keeping it open, but is this necessary? Is there a future purpose? Allie mentioned that it may be a complicated process to close it, Mary said that closing it requires taking it to Town Meeting. Mary will research the original intent of the fund. This will be revisited next month.

G. Old Business:

1. Outdoor Space planning: Committee met on Wednesday, April 7 to look at space and begin planning. The brick ramp and the railing are the priority.
2. Tamworth Foundation grants: Both grants submitted in March have been funded. A public hearing for the COVID Response grant will need to be held since the grant is over \$5,000. The public hearing was to be held on April 5, but a widespread internet outage prevented gathering a quorum on Zoom. The public hearing has been rescheduled for April 19 at 5:30 p.m.
3. Northern NH Library Cooperative annual meeting was held on Wednesday, April 6, 2021 at 5:45 p.m. on Zoom. Sheryl Power and Mary Cronin attended from our library. All four libraries will budget for Aspen Discovery to be added to Koha in 2022. Mary will be attending a meeting with the State Library to help them decide how to spend the funds they received, to express the local needs.

H. Library Director's Report:

1. COVID-19 Pandemic: We will keep mask and hand-sanitizing requirements in place for patrons visiting the library for the foreseeable future. Staff is considering changing the quarantining of library materials time from 72 hours to 24 hours.
2. Staff: A staff meeting was held on Zoom on April 12 at 9:30 before the library opened. A subcommittee will be set up for the mobile library project.

3. Programs: We've been doing more cooperative and cross-promoting programs with other organizations. Some of these programs have good participation and others do not, though we have several tried-and-true successful partnerships, like the ones with the Tamworth History Center and the Chocorua Lake Conservancy. Our Face to Face: Zoom Conversations with Neighbors programs continue to get a lot of good participation. Local interest programs are well attended.
4. The Tamworth Foundation grants will guide a lot of staff activity in the coming months: new policies, new staff schedule, new technology, new programs.

I. New Business:

1. A Summer Learning Grant was submitted to the NH State Library to fund additional summer programming for children.
2. Revised Library 2021 Budget: Includes Tamworth Foundation grants in income and expenses.
3. Town Meeting, May 15: Make sure library furnace replacement only appears once. Library Trustees will make amendment to library warrant article with updated budget. Betsy and Allie both intend to attend that meeting. Melanie will be contacted to see if something needs to be done with this.

J. Committee Reports:

1. NH Library Trustees Association: Anne Chant – there have been a lot of meetings lately. The Virtual Conference will include a session by Mary on Strategic Planning, as well as a children's programming component done by Amy and Polly. The ARPA act has \$170 million, with more than \$2 million for State Libraries. There are scholarships available through NHLTA, with a simple application form.
2. Nominating:
3. Friends of CML: FoCML met on Zoom on March 9. Sheryl reports that a lot of planning is happening for the plant sale and the calendar raffle. The plant sale will be held at the School on the first Saturday in June. Tickets for the calendar raffle will begin on May 15.
4. Building & Grounds: Green Mountain Conservation Group will provide and install two water barrels. They have grant funding to cover most of the cost. We may need to pay for the remainder unless more donations/grants can be found. The rain barrel will provide needed water for plants in front of the library.
5. Policy: Committee will meet on April 28. Committee is working on revised Library Card policy, Use of Employee Vehicle for Library Tasks policy, Earned Time Off policy, and revised Holiday policy.
6. Personnel: Plan a meeting to review draft policies affecting staff and staff comments/feedback.
7. Technology: The network upgrade and wireless network has been installed. There are two separate wireless networks, one for staff, one for the public. Printers cannot be shared across networks so an additional color printer may be needed.
8. Strategic Plan, services for older residents: Daily poem handouts are being shared this month with Meals on Wheels recipients and with people who pick up library

- items in the foyer, thanks to Peggy Johnson and Lucy Gatchell who are coordinating a series of activities for National Poetry Month.
9. Strategic plan, teen engagement: It is time to recruit two teen assistants for summer STEM program. Mary wrote the job description today. An adult leader will be hired as well.
 10. Strategic plan, deeper community connections and understanding: Due to the Tamworth Foundation grant that includes the mobile library, Amy Carter has been reaching out to neighborhood groups to offer mobile library weekly visits this summer. The Community School may be visited by the mobile library.
 11. Strategic plan, 2022 update: It is time to decide what the focus will be for the next version. That will guide what kinds of information needs to be gathered in order to update the plan and develop the strategic priorities for 2022-23.

The State Library is doing training on how to get community input. This may be a way of seeing what the issues are in order to do our strategic plan. The Strategic plan should be reviewed. It is available on the website under "About Us". We will work on this at the next meeting.

K. Public Comment

Adjournment – Evan made a motion to adjourn at 6:41 pm, Ann seconded.

Allie - yes

Sheryl - yes

Paul Priestman - yes

Betsy Loughran - yes

Anne Chant -yes

Evan Henderson - yes

Next Trustees' Meeting: Monday, May 10, 2021, 5:30 PM, online on Zoom.

Respectfully submitted,
Melissa Donaldson
Recording Secretary