

**COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING**  
**Draft Minutes FOR May 10, 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 April 14, 2021.**

**PUBLIC NOTICE**

In accordance with Emergency Order #12, the Cook Memorial Library Board of Trustees have scheduled Zoom meetings in place of their normally scheduled meeting at the library. All are invited to attend.  
Cook Memorial Library Board of Trustees Meeting  
Second Monday of the month at 5:30 p.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/88258179195?pwd=U01xTWptaldQNDNsZERHRi9adEtmUT09>

Meeting ID: 882 5817 9195

Passcode: 070466

To join by phone (audio only), call 1 929 205 6099

A. Call to order – The meeting was called to order at 5:31 pm by Allie Thompson. Present are: Allie Thompson, Evan Henderson, Betsy Loughran, Paul Priestman, Robin Gordon, Mary Cronin-Librarian.

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 – All attendees listed above confirmed that they are present and alone.

Anne Chant joined the meeting at 5:35 pm. She announced that she is present and alone.

D. Approval of Minutes, roll call vote required

1. April 12, 2021 regular meeting minutes – Evan made a motion to approve, Betsy seconded.  
Allie Thompson - yes  
Evan Henderson - yes  
Paul Priestman - yes  
Betsy Loughran - yes  
Anne Chant - yes  
Robin Gordon - yes

2. April 19, 2021 Public Hearing – Allie noted a correction that the amount should \$6538. Betsy made a motion to approve as amended, Evan seconded.  
Allie Thompson - yes  
Evan Henderson - yes  
Paul Priestman - yes  
Betsy Loughran - yes  
Anne Chant - yes  
Robin Gordon - yes

E. Treasurer's Report:

1. April 2021 Financial Report – Allie made a motion to accept, Anne seconded.  
Allie Thompson - yes  
Evan Henderson - yes  
Paul Priestman - yes  
Betsy Loughran - yes  
Anne Chant - yes  
Robin Gordon - yes

2. Unanticipated funds received	
Conscience jar donations	19.00
Donation – Kennett	100.00
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Total unanticipated	\$119.00
Betsy made a motion to accept the unanticipated funds, Anne seconded.	
Allie Thompson - yes	
Evan Henderson - yes	
Paul Priestman - yes	
Betsy Loughran - yes	
Anne Chant - yes	
Robin Gordon - yes	
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F. Correspondence:

1. Town of Tamworth's Capital Improvement Program Committee sent a letter asking for library's planned capital expenditures 2022-2028.

G. Old Business:

1. Town Meeting, May 15: Library furnace is included in Article 6 with capital expenses, and also in Article 16 with Library operating budget. Library Trustees will make amendment to library warrant article with updated budget.  
Allie spoke with Melanie to find out if the furnaces appear in two places. She spoke with the Administrator and they feel that we should amend the Library budget if the furnace passes in Article 6. It will also need to be amended to include a couple of grants that have come in. Allie is prepared to do this at the meeting.

Sheryl Power joined the meeting at 5:42 pm. She announced that she is present and alone.

2. Revised Library Budget: Just-awarded Summer Learning Grant of \$275.00 from NH State Library is now included. This grant and two from the Tamworth Foundation will need to be included in the amendments at Town Meeting.
3. Bob Seston contacted the Library regarding the library funds that the Trustees are holding. Nothing has been added to it. The Library needs to vote whether to leave it or to close it. If we choose to close it, we will have to bring it to the next Town Meeting. There is nothing in the fund at this time. Betsy made a motion to discontinue the fund, Anne seconded.  
Allie Thompson - yes  
Evan Henderson - yes  
Paul Priestman - yes  
Betsy Loughran - yes  
Anne Chant – yes  
Sheryl Power - yes  
Robin Gordon - yes  
Mary will respond to Bob Seston and inform him of our decision. She will ask who needs to present the Warrant Article.

H. Library Director's Report:

1. COVID-19 Pandemic: We have changed the quarantine time for returned library materials from 72 hours to 24 hours.
2. Programs: Library staff is working on Summer Reading Program plans, and will incorporate the Summer Reading Program into mobile library offerings.
3. Staff: We have decided not to hold the Independence Day 5K race this year; we will use our time to figure out the mobile library and finalize summer programming plans.

I. New Business:

1. Library staff rate change: If library budget is approved as presented, will we change staff hourly rate beginning with June 2, 2021 pay date or retroactively to April 8, 2021, which is when it would have happened if town meeting had not been postponed? Robin feels that we are not able to do this retroactively. Betsy suggested a possible bonus at the end of the year to make up for this, but the Board seems to feel that they can not do this. Karen or the NH Municipal Association should have the answer to this question.
2. ARPA grants: NH State Library has information posted on their website about upcoming grant opportunities through the American Rescue Plan Act (<https://www.nh.gov/nhsl/services/librarians/AmericanRescuePlanAct.html>). Mary Cronin attended a two-part online workshop to learn about the grant process, funding priorities, and timeframe for completing purchases and reports. For the first round of grants, our library will be eligible for \$3,802.00 in funding. Funding

- priorities are detailed on the webpage. The second grant round, coming later this year, will be for larger grants and will be competitive. If funds remain, there will be a third round of grants. The Federal funds have to include filtering on all of technology if you receive funds for new technology. Most libraries are considering equipment, outdoor items. Funds will be released by July and must be spent by August 31<sup>st</sup>. Air purifiers, furnishing for outdoors and possibly some for inside are considerations for this funding. A new book cart is another item that may be useful. Books and ebooks for the kids might be a possibility as well.
3. Robin commented about the timing of Mary's emails, and would like to know how she is doing on hours. Mary feels that they are in line.

J. Committee Reports:

1. NH Library Trustees Association: Anne Chant – The State is looking for a library loan driver. The conference is coming up on Wednesday and Thursday. Lori Fischer was at the last meeting. She mentioned HB 544, which will limit conversations about racism. There was an 11 hour hearing about this on May 4. The vote is pending.
2. Nominating:
3. Friends of CML: FoCML will meet on Zoom on May 11. The agenda includes the Plant Sale and Raffle, which will be June 5. Tickets will be sold at the Farmers Market on May 15, as well as before Town Meeting. Drop plants at Brett School on June 4 after 3, or at Brenda Robinson or Annie Burke's house.
4. Building & Grounds: Rain barrels were installed on May 8 with the help of GMCG and volunteers. Ramp replacement – Larry has been in touch with Gary Jones. He will get some information soon.
5. Policy: Review revised Library Card policy, new Mileage Reimbursement policy and Use of Employee Vehicle for Library Tasks policy. Committee is working on Earned Time Off policy and reviewing Section III. This committee will be meeting monthly. The Library Card policy was discussed. The key line is in regards to non-resident cards. Digital services are not available to non-resident cardholders. Betsy made a motion to accept the policy. Allie asked about implementation of the policy. How does the renewal of these cards happen? The cards are good for one year. An email will be sent to existing non-resident cardholders. Anne seconded Betsy's motion.  
Allie Thompson - yes  
Evan Henderson - yes  
Paul Priestman - yes  
Betsy Loughran - yes  
Anne Chant – yes  
Sheryl Power - yes  
Robin Gordon - yes

The new mileage reimbursement policy was also discussed. The normal \$100/\$300,000 limits of insurance are required. If they have an accident while they are on library work, the Town Policy may reimburse up to \$500 toward the deductible. The actual language is that Primex WILL reimburse up to \$500. Paul feels that the Town should be responsible for the costs if the

employee is doing town business. This would have to be requested through the Town's insurance company. The employee would be paid for their time, as well as reimbursed for their mileage. There is a separate set of guidelines for volunteer drivers as opposed to employees. Discussion ensued regarding using a town vehicle for this. Corporate sponsorship and regional sharing of the vehicle were discussed. Betsy made a motion to accept the policy, Evan seconded.

Allie Thompson - yes

Evan Henderson - yes

Paul Priestman - no

Betsy Loughran - yes

Anne Chant – yes

Sheryl Power - yes

Robin Gordon - yes

Mary will ask Primex about indemnifying employees.

6. Personnel: When Earned Time Off policy is ready, schedule a meeting for staff comments/feedback.
7. Technology: One new Chromebook is ready to use. One more has been ordered thanks to a grant from the Tamworth Foundation. Two wifi hotspots are in the process of being ordered.
8. Strategic Plan, services for older residents: We have arranged for the mobile library to make weekly stop to Remick Acres.
9. Strategic plan, teen engagement: We have two good candidates for the teen assistants for the summer STEM program. We are working out the schedule.
10. Strategic plan, deeper community connections and understanding: Anne Chant, Betsy Loughran and Mary Cronin co-hosted a Zoom discussion of community needs. Four people attended. Mary has been holding one-on-one conversations on the same topic, and taking notes. Themes that are emerging are concerns about isolation and mental health, and wishes for safe ways to begin to come together as a community. The need for technology assistance frequently comes up.
11. Strategic plan, 2022 update: It is time to update the entire plan. Demographics need to be updated. Community input research will be performed, and new initiatives for the next year will be established. Mary would like this completed before we start the next budget process. NHOEP provides demographic information. Mary welcomed assistance with gathering demographics and conversations with community members. If this can be done by July, the August meeting could focus on what will happen for the next couple of years.

Is there a timeline for a full reopening of the library? This is a good topic for next month's meeting. The pandemic policy was discussed.

Mary reviewed the list of questions for the members to use to gather information from the community.

K. Public Comment

L. Adjournment – Betsy made a motion to adjourn at 7:06 pm, Evan seconded.

Allie Thompson - yes

Evan Henderson - yes

Paul Priestman - yes

Betsy Loughran - yes

Anne Chant – yes

Sheryl Power - yes

Robin Gordon - yes

Next Trustees' Meeting: Monday, June 14, 2021, 5:30 PM, online on Zoom.

Respectfully submitted,

Melissa Donaldson

Recording Secretary