

COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
Draft Minutes

Meeting notice was posted on the library and town websites on June 7, 2021 and a printed notice was posted at Tamworth Post Office on June 8, 2021.

- A. Call to order – The meeting was called to order at 5:47 pm by Allie Thompson.
- B. Introductions and Attendance – present are: Paul Priestman, Evan Henderson, Allie Thompson, Betsy Loughran, Mary Cronin-Librarian, Kelly Goodson-Selectmen's Representative, Melissa Donaldson-Recording Secretary. Anne Chant, Robin Gordon and Sheryl Power are absent.
- C. Approval of Minutes
1. May 10, 2021 regular meeting minutes – Evan made a motion to approve, Betsy seconded. The minutes were approved. Kelly abstained.
- D. Treasurer's Report:
1. May 2021 Financial Report – Paul made a motion to accept, Allie seconded.
ACCEPTED
 2. Unanticipated funds received
 - a. Conscience jar donations 6.00

Total unanticipated \$6.00

Betsy made a motion to accept the unanticipated funds, Paul seconded.
APPROVED
- E. Correspondence:
1. Certified letter received June 7, 2021 from Sager & Smith, lawyers handling the Estate of Yvonne F. Hills, with a check for \$5,388.80, a bequest for the Cook Memorial Library under the terms of Ms. Hill's will.
- F. Old Business:
1. Capital Improvement Program: The Buildings & Grounds committee met on June 2 to discuss upcoming projects and the Capital Improvement Program. For discussion, the committee proposes the following projects for the Library Trustees to add to the Capital Improvement Program for 2022-2027:
 - a. Replace furnace: \$9,000 for 2025; \$9,000 for 2027
 - b. Air conditioning: \$10,000 for 2023 (will get a new estimate this year)
 - c. Exterior painting: \$10,000 for 2024 or 2025
 2. ARPA grants: On June 8, 2021 Mary Cronin submitted a grant request to the NH State Library for ARPA subgrant round 1. The total request was for \$2,997.00, and the projects the grant will fund are supplies and equipment for three summer projects: To make the library's outdoor space welcoming for people visiting and for

- people participating in outdoor programs; to provide support for reading retention and development through engaging new materials for elementary school age children; to add a summer program to support social-emotional development for 9 to 12-year-olds. A picnic table and an umbrella have been purchased. There is power for the second tent now. Preloaded audio books are being ordered. The early reader collection will be updated. The Adventure Quest program is the summer program that is being done. A second round of grants will be available in the fall. This will be for larger projects, possible cooperative projects are being discussed by the librarians. The short time frame for the reporting is difficult.
3. Library staff pay rate change: On May 15, Town meeting approved the library's 2021 budget with no changes. The Town of Tamworth will implement employees' 2021 pay rate increases retroactively to align with start date that was budgeted. Library budget was prepared for a March 10, 2021 town meeting. Pay rate adjustments were to have been made as of March 18, 2021. Adjust library employees' pay rates retroactive to March 18? The Board is supportive of paying retroactively. Betsy made a motion to adjust the rate back to March 18, Evan seconded. APPROVED
 4. Circulation Policy: Mary Cronin is working on an email message to send to nonresident cardholders to let them know of the updates to the policy.

G. Library Director's Report:

1. COVID-19 Pandemic: We have ended quarantining of library materials, as has the NH State Library for interlibrary loan materials. Masks are required in the building as unvaccinated children are frequent library visitors. We have ended limiting the number of people in the building at one time. Use of the big Meeting Room is limited to groups of 20 or fewer.
2. Programs: The Summer Reading Program is ready to kick off. Publicity has been sent to the school. Margo Mallar will facilitate a summer book discussion series featuring food, three meetings will be held outdoors and include a picnic potluck. Music on the Lawn and Riverside Serenades summer music programs have been scheduled. We are currently enrolling children in the Summer STEM program and an AdventureQuest cooperative game program. Mary Cronin and Polly Mahoney have planned a Welcome Day for new residents for the afternoon of June 19. There will be 22 organizations participating.
3. Mobile Library: We are gathering and ordering supplies needed to begin a route. We will start with Remick Acres and Bearcamp School, and are working on adding more locations including the Community School's summer program for children.

H. New Business:

1. Full reopening of library: Review pandemic plan in view of current conditions. This topic will be revisited next month.
2. Library furniture: We have more wooden chairs with upholstered seats than we need. These chairs have become loose-jointed and wobbly over time. They are currently being stored in the downstairs meeting room. Mary will ask about the process for disposal of surplus equipment.

I. Committee Reports:

1. NH Library Trustees Association: Anne Chant – the report was sent via email.
2. Nominating:
3. Friends of CML: FoCML met on Zoom on May 11. The Plant Sale and Calendar Raffle fundraisers were very successful.
4. Building & Grounds: The committee met on June 2 to discuss the CIP and identify needed improvements including replacing more storm windows, replacing or resealing four double-glazed picture windows, adding roof boots for furnace vent stacks and snow fence on roof over side entrance. Evan Henderson prepared drawings to be used for getting estimates for redoing walkway/steps at the side entrance. Hans Stafford replaced an outlet on the front of the building.
5. Policy: Committee met on May 19 and agreed on a final draft of the Earned Time Off policy that has been sent to library staff for comment. Committee is working through reviewing Section III. Committee will meet monthly. Mary estimates that this time off policy will cost approximately \$2000 per year.
6. Personnel:
7. Technology: Two mobile hotspots have been ordered. One will be for staff use with the mobile library, one will be for patrons to check out. Mary Cronin is gathering sample policies and procedures from libraries with hotspot lending programs. The hotspots have arrived and are working. There are some computers that need to be replaced, the replacement cost was included in the approved budget.
8. Strategic Plan, services for older residents: updated demographic information is being compiled.
9. Strategic plan, teen engagement:
10. Strategic plan, deeper community connections and understanding:
11. Strategic plan, 2022 update: Allie Thompson-Kaplan and Paul Priestman will work on compiling updated demographic information to include in the updated plan.

J. Public Comment

K. Adjournment – Betsy made a motion to adjourn at 6:55 pm, Evan seconded. The meeting was adjourned.

Next Trustees' Meeting: Monday, July 12, 2021, 5:30 PM

Respectfully submitted,
Melissa Donaldson
Recording Secretary