COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
Draft Minutes - July 12, 2021 – 5:30 PM at the library

Monthly 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 5:33 pm by Allie Thompson.

B. Introductions and Attendance – Present are: Allie Thompson, Sheryl Power, Robin Gordon, Anne Chant, Kelly Goodson-Selectmen's Representative, Mary Cronin-Librarian, Melissa Donaldson-Recording Secretary. Evan Henderson, Betsy Loughran and Paul Priestman are absent.

C. Public Hearing per RSA 202-A:4-c – A motion to accept the funds was made by Anne, seconded by Robin. APPROVED unanimously
1. Bequest from Estate of Yvonne F. Hills in the amount of $5,388.80.
2. Bequest from the William Van de Graaff Trust in the amount of $5,000.00.

D. Approval of Minutes
1. June 14, 2021 regular meeting minutes – Add date to the top – Allie made a motion to approve as amended, Sheryl seconded. APPROVED unanimously

D. Treasurer's Report:
1. June 2021 Financial Report – Anne made a motion to accept, Sheryl seconded. APPROVED
2. Unanticipated funds received

Yvonne F. Hills MF	5,388.80
Van De Graaff MF	5,000.00
Conscience Jar	35.00
Altrusa - 1000 Books before Kindergarten	200.00
Total unanticipated	$10,623.80

A motion to accept the unanticipated funds ($235.00) was made by Sheryl, seconded by Robin . APPROVED

E. Correspondence: none

F. Old Business:
1. Capital Improvement Program: Mary Cronin sent Kathy Padgett, chair of the CIP committee, the library's list of CIP projects discussed at last month's meeting.
2. ARPA grants: The NH State Library approved our grant application for $2,997.00.
3. Circulation Policy: Mary Cronin sent an email message to nonresident cardholders to let them know of the updates to the policy. NH Downloadable Books access for

nonresidents will be turned off on July 19. Kanopy streaming video is already not available to nonresidents.

G. Library Director's Report:

1. COVID-19 Pandemic: We have changed mask requirement to only for unvaccinated people, and are recommending masks for vaccinated people. Staff is wearing masks in indoor public areas for now. Many people do not see the sign on the door and ask about masks when they come in. It seems many are opting to go maskless. Meeting room groups of adults are allowed to choose their policy. STEM program follows 4H guidelines, in which everyone is masked.
2. Programs: The Summer Reading Program is underway with a good number of kids signed up and participating. Summer STEM and AdventureQuest kids' programs are underway. Outdoor story times have 25-30 attending each week. First potluck picnic book discussion had 6 attend, and all are looking forward to the next two meetings. Weekly summer music programs have started. Music on the Lawn had 48 attend on July 7, Riverside Serenade had 32 attend on July 10. Storytime is held on Tuesdays at 10:30 am.
3. Mobile Library: Last week we started making our four weekly stops, Remick Acres and Tamworth Pines on Mondays, Bearcamp School and Community School on Tuesdays. The school visits reach a lot of kids and staff feels this is meaningful and worthwhile outreach. The Monday stops are reaching more adults than kids, and the adults are requesting specific materials to be delivered the following week.
4. Staff: Mary Cronin would like to schedule a staff retreat in the fall, which may mean closing for a day.

H. New Business:

1. Bookkeeper replacement: Sheena Abbott has given her notice. She will stay through the end of July. Mary Cronin and Evan Henderson have found a couple of potential candidates for a new bookkeeper. Do Board members know any local bookkeepers who might be interested? Paul Priestman sent in a suggestion, Brigitte Oullette. Businesses in town are suggested as possibilities for sponsoring this position. Mary will check with Remick Farm to see who they use. Barnstormers and the race track are also mentioned. Anne will check with Crosby Kennett, Sheryl mention Scott Birth.

I. Committee Reports:

1. NH Library Trustees Association: Anne Chant – the big conference was in May. It is quieter in May. House bill 544 passed. Discussion was held regarding the content of this bill. Mary wonders if the Trustees Association did any type of lobbying for this. Anne does not believe that anything was actively done.
2. Nominating:
3. Friends of CML: FoCML will meet at the library on July 13. The last meeting was in May. The Annual Meeting will be September 25. The Plant and Raffle total was $6081, but this may have gone up from that total. The Annual Appeal letter is being

worked on. Regarding Marge Kendrick's notecards that are sold at the library, Lucy is working on digitizing the pictures so they can be reproduced easily. Mary said that the digitizing has been completed.

4. Building & Grounds: The air conditioning unit in the attic started leaking water, someone from Air Duct Plus made the repair. Mud wasps built nests that blocked the drain. Mary met with Larry Nickerson and Gary Jones to discuss plans for side entrance walkway. An estimate is forthcoming.
5. Policy: Committee met on June 29 to review section III of the Policies. A staff meeting will be scheduled to review draft of Earned Time Off policy.
6. Personnel: Bookkeeper search
7. Technology: A sound system was purchased with ARPA funds. This can be used for outdoor and indoor programs.
8. Strategic Plan, services for older residents: Started outreach with Remick Acres mobile library stop.
9. Strategic plan, teen engagement: Hired a third teen to be the "runner" for the Saturday afternoon music series. Two teens were hired last month to assist with the summer STEM program.
10. Strategic plan, deeper community connections and understanding:
11. Strategic plan, 2022 update: Demographic information update; plan a community feedback time for the fall. The 2020 Census data will be available in the fall. Mary feels that it would be appropriate to wait for that data.
12. Selectmen's Report – an offer letter has been submitted to a possible Rec. Director. A Town Calendar is part of the position's description.

J. Public Comment

K. Adjournment – Robin made a motion to adjourn at 6:30 pm, Sheryl seconded. The meeting was adjourned.

Next Trustees' Meeting: Monday, August 9, 2021, 5:30 PM

Respectfully submitted,
Melissa Donaldson
Recording Secretary