

COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
Draft Minutes FOR September 13, 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 5:40 pm by Allie Thompson.
- B. Introductions and Attendance - Present are: Allie Thompson, Anne Chant (via Zoom/out of town), Sheryl Power, Betsy Loughran, Evan Henderson, Paul Priestman, Mary Cronin-Librarian, Kelly Goodson-Selectmen's Representative (5:42 pm), and Melissa Donaldson, Recording Secretary. Robin Gordon is absent.

C. Approval of Minutes

1. August 9, 2021 regular meeting minutes – Betsy made a motion to approve, Sheryl seconded.

Allie Thompson – yes

Sheryl Power – yes

Betsy Loughran – yes

Paul Priestman – yes

Evan Henderson – yes

Anne Chant - yes

The minutes were approved.

D. Treasurer's Report:

1. August 2021 Financial Report – Betsy made a motion to accept, Allie seconded.

Allie Thompson – yes

Sheryl Power – yes

Betsy Loughran – yes

Paul Priestman – yes

Evan Henderson – yes

Anne Chant – yes

The report was ACCEPTED

2. Unanticipated funds received

a. Donation - Kearney	50.00
b. Donations in memory of Jean Kitchen Smith	305.00
c. Conscience Jar	90.83
d. ARPA Grant Round #1	2,997.00
e. Sales	12.00

Total unanticipated	\$3,454.83
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Sheryl made a motion to accept, Betsy seconded.

Allie Thompson – yes

Sheryl Power – yes

Betsy Loughran – yes
Paul Priestman – yes
Evan Henderson – yes
Anne Chant – yes
The funds were ACCEPTED

E. Correspondence:

1. Email from Manton Foundation inviting our library to apply for a grant to fund a bookmobile. Mary does not feel that we are ready to apply for this money yet. She is considering asking if they would reconsider funding us in a couple of years.
2. Letter from Audrey Blodgett of NH Attorney General's Charitable Trusts Unit requesting annual report on library trust funds. She needs a copy of the Library's Financial Standing. Mary has sent a document that she has accepted.
3. Estate of Suzanne Glidden – She left the library her old books. Mary explained that the Library is not accepting donations at this time.

F. Old Business:

1. none

G. Library Director's Report:

1. COVID-19 Pandemic: On August 12, community transmission rate for Carroll County changed to "substantial," so masks are again required at the library for everyone over the age of 2.
2. Programs: Summer music programs wrap up this month. Both Wednesday evening and Saturday afternoon music series have been well-attended.
3. Outreach: Amy Carter and Mary Cronin, along with Cathy Dancy and Suzanne Morgan of the Chocorua Library, held a homeschool parents' networking evening on August 19. Nine parents and three homeschool support providers attended. The Homeschool Support Providers directory, available on our library's website, was updated. They are interested in STEM programming, and would like to have them held during the day. The staffing of duplicate events is challenging, so they will stay as after school for now.
4. Mobile Library: Mary Cronin visited the Manchester City Library on August 17, and had a tour of their bookmobile. She visited the Cobleigh Library in Lyndonville, VT on August 31 for a tour of their bookmobile. It was helpful to learn how other libraries' bookmobiles are being used in their communities and how they are funded and staffed.
5. Staff: Library staff met on Monday, August 30 for a day-long meeting and planning session. This was time well-spent.

H. New Business:

1. Library Hours: Last year during the colder months of the pandemic the library hours were reduced on Saturday afternoons and Tuesday evenings in response to COVID-19. Discuss hours for this fall and winter. The Hours of Service policy says we will be open a

minimum of 40 hours per week. Programming will be offered on Tuesdays, as well as poetry hours and Friends meetings. Perhaps change the policy to make it easier to have seasonal changes to hours.

2. Library 2022 Budget: Begin discussion of needs for coming year. Mary is mostly concerned with the lower end of the staff salaries, and bringing them closer to competitive numbers. A preliminary budget will likely be available next month.

I. Committee Reports:

1. NH Library Trustees Association: Anne Chant – NHLTA is working on their scholarship application. The new Trustee manual is on their website, and Mary has a hard copy as well.
2. Nominating:
3. Friends of CML: Next meeting is Sept. 14 – The Annual Appeal letter was sent out over the summer. Annie Burke is resigning. She will continue to facilitate the connection with the Farmers Market. There is a fall bulb sale. 9/25 is the Annual Meeting at the Town House. Sheryl can not attend, but Allie intends to be there. The Friends do not have anyone stepping up to be President. They also need a treasurer.
4. Building & Grounds: The Town Maintenance Director Tim McGlew will be available for occasional maintenance jobs at the library. The Town will bill the library for his time. Gary Jones has prepared a rough estimate of cost to replace brick walkway at side entrance with granite steps. It is \$17,000. We have funds totalling \$18,671. The railing is not covered in the estimate. Perhaps that could be in next year's budget, or perhaps to approach the Friends for.
5. Policy: Next meeting will scheduled during September to finalize draft of review section III and V.C.1. Hours of Service (includes closed Holidays) policy. The 40 hours issue will be added to the agenda for the next meeting. Mary would also like to review the policy that places a value on items checked out if they are over \$50. That threshold is too low.
6. Personnel: Annual evaluations – it is that time of year again, for the evaluation of the Library Director. Forms were passed around to the Board members. Drop them off in the manilla envelope that will be at the circulation desk. You may also email them to Sheryl. She would like them back by October 10.
7. Technology: Two computers have been ordered. Schedule a meeting to discuss 2022 technology plan.
8. Strategic Plan, services for older residents: Staff is working on facilitating a way for the Tamworth Village community to have a place for a weekly morning social time, and a place to pick up the Conway Daily Sun, while The Other Store closes to be renovated as the Sunnyfield Bakery Café. Volunteers would be needed to develop and implement both ideas. Mary suggested having a Coffee Time at the Library, once weekly for that month.
9. Strategic plan, teen engagement: We will hold a teen feedback event this fall.
10. Strategic plan, deeper community connections and understanding: We will hold a community feedback event this fall. We will also gather info from local organizations

on current community needs as well work with them on an info packet for new residents.

11. Strategic plan, 2022 update: Demographic information update. Detailed census information has been released. We will follow up the community feedback sessions with a survey.

J. Public Comment

K. Adjournment – Evan made a motion to adjourn at 6:57 pm, Betsy seconded.

Allie Thompson – yes

Sheryl Power – yes

Betsy Loughran – yes

Paul Priestman – yes

Evan Henderson – yes

Anne Chant - yes

Next Trustees' Meeting: Monday, October 11, 2021, 5:30 PM

Respectfully submitted,
Melissa Donaldson