COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
Minutes for October 11, 2021 – 5:30 PM at the library

A. Call to order – The meeting was called to order at 5:31 pm by Allie Thompson.

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

C. Approval of Minutes

1. September 13, 2021 regular meeting minutes – Remove the P in front of Cook. Paul made a motion to approve, Evan seconded. The minutes were approved.

D. Treasurer's Report:

1. September 2021 Financial Report – Anne made a motion to accept, Betsy seconded. The report was accepted.
2. Unanticipated funds received

a. Donations	99.00
b. Conscience Jar	27.00
c. Sales	97.10
Total unanticipated	$223.10

Sheryl made a motion to accept, Betsy seconded. The funds were accepted.

E. Correspondence:

1. Email from Robin Gordon resigning from the Board of Trustees. It has been accepted, and we will need to fill that spot. This position will be appointed by the Selectmen and the term will continue through town meeting.
2. Auditor's report forwarded from Town Administrator Karen Anthony. Most of the issues were addressed prior to this report coming out.
3. Email from Agnes Burt of NH Humanities notifying of SHARP grant award of $15,000. This will cover having a person from UNH to use our archives for their research project.

F. Old Business:

1. Library Budget 2022: Review and discuss first draft. Mary reviewed the line items on pages 2,3 and 4. The Friends will be supplying $6150.00 . We are anticipating program grants. Mileage for the bookmobile has not been included. The Friends will be paying for the adult programs. A warrant article for a new furnace may be done for 2022, as the furnace warrant that was approved this year did not get used yet. The furnace has not broken so far. The walkway money has been included in the budget, but it may be spent this year and be removed from the proposed budget. If the COLA is above the budgeted 5%, Mary will adjust the spreadsheet to reflect the new amount.

G. Library Director's Report:

1. COVID-19 Pandemic: Community transmission rate for Carroll County remains "substantial," so masks are required at the library for everyone over the age of 2. Most patrons comply.
2. Programs: "Faces" community art exhibit and programs have been well-received. Wabanaki History, Ecology, and Experiences program series has had good participation so far. Programs in the series will continue into 2022.
3. Outreach: Amy Carter attended the Family Evening at the K.A. Brett School on September 29. She shared info about library services and signed people up for library cards.
4. Mobile Library: Volunteer Victor Vitek is making weekly stops to Remick Acres. Amy Carter and Polly Mahoney go to Bearcamp School and do a storytime program weekly. Mary Cronin made the last stop at Tamworth Pines for 2021 on October 4. Over the winter we will gather feedback and interest for how we will go forward next year with mobile library.
5. Staff: Several staff members have attended/will attend library conferences and training virtually this fall.

H. New Business:

1. Northern NH Library Cooperative quarterly meeting: On Zoom, Wednesday, October 13 at 400 PM. Agenda sent to Trustees by email. Discussion will include text notifications for patrons, new Aspen discovery layer for Koha, and formalizing the library cooperative as allowed by NH RSA 53:A and NH RSA 202-A:4-a.

I. Committee Reports:

1. NH Library Trustees Association: Anne Chant – we are mentioned in the New Hampshire Library Trustees newsletter again. The second round of ARPA grant money has been opened. We did not apply for that round of funding. Anne will ask them about bookmobile, staffing, and possibly forming an advisory board of retired librarians.
2. Nominating: Fill open Trustee position. Mary will send suggestions for the position to the nominating committee, and they will make contact with the potential members.
3. Friends of CML: Annual meeting was held on September 25. They are struggling to find a treasurer and a president.
4. Building & Grounds: Gary Jones will be in touch soon to go over the side entrance walkway project. Mary would like to meet with him before he starts to get more details about what he is going to do.
5. Policy: Review draft changes to section III, V.C.1. Hours of Service, and new Earned Time Off policy. Betsy reviewed the draft policies. She recommends reviewing how this policy is working in one year, as opposed to the normal three year review. Earned time off policy needs to be reviewed for specifics for pro-rating new employees. In Section III, the only major change was in the reference section.

Exploring opportunities for periodical database access may not belong in the policy. Anne made a motion to accept the policy as discussed, Sheryl seconded. APPROVED

Hours of service – question of whether we are open 35-40 hours for 52 weeks, the old policy did not allow for seasonal adjustments. Juneteenth is a holiday that needs to be included, we will be closed. Indigenous/Columbus Day will be marked with both names. Paul made a motion to accept the Hours of Service Policy, seconded by Sheryl. APPROVED

6. Personnel: Annual evaluations – Not all evaluation forms have been completed. Sheryl will email the forms to everyone.
7. Technology: Committee met on October 5. Discussion included 2022 technology budget and NHCF's Library Technology Grant. Evan reviewed the information that is included on this spreadsheet. There is a grant opportunity for hardware upgrades. Mary has applied for funding through that grant.

Allie departed at 7:38 pm.

8. Strategic Plan, services for older residents: Friends of CML will host morning coffee once a week at the library beginning in November. It is planned for Fridays.
9. Strategic plan, teen engagement: Lea Thelemarck volunteered to lead a Dungeons and Dragons weekly game for teens beginning in November. Our Library and Tamworth Recreation are holding Community Conversation meetings this month to get feedback on what kinds of programs and activities residents are interested in. One session is specifically for teens.
10. Strategic plan, deeper community connections and understanding: Our Library and Tamworth Recreation are holding Community Conversation meetings this month to get feedback on what kinds of programs and activities residents are interested in. Three sessions, two are for all ages: one in the morning, one in the evening.
11. Strategic plan, 2022 update: Demographic information update. We will follow up the community feedback sessions with a survey.

J. Public Comment

K. Adjournment – Evan made a motion to adjourn at 7:43 pm, Sheryl seconded. The meeting was adjourned.

Respectfully submitted,
Melissa Donaldson
Recording Secretary