

**COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING**  
**Draft Minutes FOR November 8, 2021 – 5:30 PM at the library**

- A. Call to order – The meeting was called to order at 5:34 pm by Allie Thompson.
- B. Introductions and Attendance – Present are: Allie Thompson, Evan Henderson, Sheryl Power, Paul Priestman, Anne Chant, Kelly Goodson-Selectmen's Representative, Mary Cronin-Librarian, Melissa Donaldson-Recording Secretary
- C. Public Hearing: Accept a New Hampshire Humanities SHARP grant in the amount of \$15,000. Hearing is required to accept funds in excess of \$5,000 in accordance with RSA 202-A:4-c, adopted at the Town of Tamworth 1996 town meeting.  
The hearing was opened at 5:35 pm. Paul made a motion to accept the funds, Evan seconded.  
APPROVED
- D. Approval of Minutes
1. October 11, 2021 regular meeting minutes – Correspondence – Robin's resignation. Clarify that position is through Town Meeting, not appointed at Town meeting. It is appointed by the Selectboard, with term ending at Town meeting. Evan made a motion to approve as amended, Paul seconded. APPROVED
- D. Treasurer's Report:
1. October 2021 Financial Report – Allie made a motion to accept, Anne seconded.  
ACCEPTED
  2. Unanticipated funds received

Donations in memory of Helen Ames	75.00
Donations in memory of Jean Ulitz	250.00
Conscience Jar	19.00
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Total unanticipated	\$344.00

A motion to accept was made by Sheryl, seconded by Allie. ACCEPTED
- E. Correspondence:
1. Email from Assistant State Librarian Lori Fisher about statewide access to United for Libraries online trainings for Trustees and Friends of Libraries, provided by the NH State Library with ARPA funds.
- F. Old Business:
1. Library Budget 2022: Review and discuss second draft. Meeting to present budget to Selectboard will be on Wednesday, December 22 at 6:00 PM. The ARPA Grant is now included. There are funds that are for the walkway project, as it will not happen until next year. The Friends recently received a grant got \$5000 that is included in the walkway project for now. The salaries have also been edited to show the COLA at 5.9%. Health insurance and heating numbers are in. Wabankai Program funds are

carrying over to next year. The carryover fund number is an estimate. Bookmobile mileage will be added in. First class stamps went up, this needs to be reflected. The next meeting (budget committee) will start earlier to do a final review of the budget.

2. Northern NH Library Cooperative meeting: See notes from the October 13, 2021 meeting. Anne Chant and Mary Cronin attended. The meeting was held via Zoom, and they discussed forming a cooperative.

G. Library Director's Report:

1. COVID-19 Pandemic: Community transmission rate for Carroll County remains "substantial," and masks are required at the library for everyone over the age of 2.
2. Programs: Friends of Cook Memorial Library are holding weekly coffee and conversation times on Fridays beginning this month. We have established COVID protocols for this event as it gets started. The first meeting was well received. 4-H STEM programs are beginning weekly meetings this month. Teen Dungeons and Dragons also started meeting weekly. The Wabanaki History, Ecology, and Experiences series of programs continues this month with two online interactive workshops with Maine Wabanaki REACH. A monthly book group focusing on memoirs begins this month with different discussion leaders each month. Outdoor storytimes are increasingly popular, and now are described as "Outdoor nature based storytime for young children." Kids' book clubs are being offered again, meeting about every 6 weeks.
3. Outreach: Amy Carter visited the younger grades at K.A. Brett School to read books nominated for the Ladybug Picture Book Award. The children will vote for their favorite book for this statewide award. Amy is connecting with teachers of other grades during her visits, and has plans to continue to visit the schools regularly. Amy and Polly Mahoney continue to bring a storytime program to Bearcamp School once a week. A new art show for November/December coordinated by Lucy Gatchell and Marion Posner is on display throughout the library.
4. Staff: We are holding monthly staff meetings on Zoom at 9:00 AM on the first Monday of the month. Mary has met with each staff member for their annual review.

Allie commended the outdoor story times.

H. New Business:

I. Committee Reports:

1. NH Library Trustees Association: Anne Chant – planning the Annual Conference for May 10. Key note speaker options are being looked at. This Wednesday there will be a virtual roundtable, and she is planning to attend. Sheryl would like ideas on to redo the evaluation format, and what other folks have been using. The next meeting is December 1.
2. Nominating: Open Trustee position – Christine Rines is interested in the position, but was unable to attend tonight.

3. Friends of CML: - nothing to report, meeting tomorrow night. Mary suggests recruiting for Treasurer and President at the Coffee Times.
4. Building & Grounds: committee met with Gary Jones on October 27 to go over plans for the walkway project. He has put us on his schedule for spring 2022. The third furnace in the attic was replaced with a new one on Nov. 4. The furnace came in \$5000 under budget.
5. Policy: Earned Time Off policy – this needs to be reviewed regarding new employees (pro-rating) and leave of absence. Betsy has asked to plan a committee meeting before next month's meeting.
6. Personnel: Annual evaluations – Betsy and Sheryl are planning to meet.
7. Technology: waiting for an answer on a grant
8. Strategic Plan, services for older residents: Staff is planning a community greeting card project. Meals on Wheels has been reminded about the delivery program.
9. Strategic plan, teen engagement: Dungeons and Dragons and 4-H Maker Club both have teen members and meet at the library.
10. Strategic plan, deeper community connections and understanding:
11. Strategic plan, 2022 update: Demographic information update. Paul and Allie have begun work on demographic information. They hope to have a draft for the December meeting. We will follow up the community feedback sessions with a survey.

The staff is planning to do some sort of holiday celebration in December, outdoors.  
Halloween night was busy out front. (Deeper community connections)

J. Public Comment - none

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

Respectfully submitted,  
Melissa Donaldson  
Recording Secretary