

**COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING**  
**Draft Minutes FOR December 13, 2021 – 5:30 PM at the library**

- A. Call to order – The meeting was called to order at 5:30 pm by Allie Thompson.
- B. Introductions and Attendance – Present are: Allie Thompson, Anne Chant, Paul Priestman, Evan Henderson, Betsy Loughran, , Sheryl Power, Mary Cronin-Librarian, Kelly Goodson-Selectmen’s Representative (5:49 pm), Melissa Donaldson-Recording Secretary.
1. Welcome new Trustee Kristine Rines
- C. Approval of Minutes
1. November8, 2021 regular meeting minutes – Evan made a motion to approve, Betsy seconded. APPROVED
- D. Treasurer’s Report:
1. November2021 Financial Report – Anne made a motion to accept, Sheryl seconded. ACCEPTED
2. Unanticipated funds received
- |                                       |            |
|---------------------------------------|------------|
| Friends of CML 2021-22 wish list item | 1,000.00   |
| Library Sales                         | 13.88      |
| Donations in memory of Jean Ulitz     | 525.00     |
| Conscience Jar                        | 11.00      |
| <hr/>                                 |            |
| Total unanticipated                   | \$1,549.88 |
- Betsy made a motion to accept, Anne seconded. ACCEPTED
- E. Correspondence: NH Charitable Foundation grant was approved.
- F. Old Business:
1. Library Budget 2022: Review and discuss third draft. Meeting to present budget to Selectboard will be on Wednesday, December 22 at 6:00 PM. Mary explained the synopsis budget and the detailed budget. Memorial funds will be carried over to next year. Most of those funds will go to the walkway replacement. Trust fund income is listed as an estimated number. Funds from the copier can be kept, not returned to the town. Fees can be kept also. Contributions are anticipated income for next year. The expenses were explained by category. The Town maintenance person is working out well. A graph of previous years may be helpful for the selectboard meeting. That meeting can be attended via Zoom, with the link listed on the Town website.
- G. Library Director’s Report:
1. COVID-19 Pandemic: Community transmission rate is highest it’s been and masks are required at the library for everyone over the age of 2.

2. Programs: Friends' Coffee, Teen Dungeons & Dragons, 4-H Makers Club, and outdoor storytime continue to meet weekly. Recurring online programs include Yoga for preschoolers, which will wrap up on Dec. 17, and monthly writing group. On Nov. 30, Marion Posner gave a talk on Zoom and Patti Rau led the first in a series of online book discussions on memoirs. Kevin Mahoney will hold another season of AdventureQuest role-playing game in January. Amy has planned another series of "Face to Face" Zoom programs for the beginning of the new year. The Coffee Program is working out well, and is filling an important need. Mary will send information about AdventureQuest to the Rec. Director.
3. Outreach: See Strategic Plan updates under Committee Reports.
4. Staff: Staff members have taken online professional development webinars, finding the format convenient. Mary took a 3-day online "Digital Directions" training on digital archiving with the Northeast Document Conservation Center. The SHARP grant funded this training. Mary and Chris will meet with the SHARP grant intern on December 15.

H. New Business:

1. Schedule public hearing to accept donation from Joan Spalding and NH Charitable Foundation Library Technology Grant before year end. The hearing will be held on Wednesday, December 22 at 5:30 pm.
2. Hours for winter: Change Saturdays from 10-4 to 10-2 from Jan. 8-Mar. 26, 2022.

I. Committee Reports:

1. NH Library Trustees Association: Anne Chant – attended the roundtable discussion. She asked about evaluation forms for libraries. She can contact Barrington regarding their process, and was referred to the website as well. Some towns hold informational sessions about what positions are available in the Town. An "Open Positions in Town" poster is suggested. An in person Board meeting was held on the first of the month. She has been appointed as Chair of the Governance Committee. "Trends Shaping the Future" is replacing the word Covid in their conference. An award was given to Jim McDonate McFarland for raising a million dollars for the Meredith Library addition.
2. Nominating: committee memberships will be considered for the next meeting. Anne will call Kristine to review the open spots.
3. Friends of CML: met in November. They were excited when talking about the new walkway. They suggested that people may be able to buy a brick, but we are not having bricks. It is going to be large pieces of granite. They discussed the Friday morning Coffee Hour.
4. Building & Grounds: Tim McGlew, the Town Maintenance Director, will be doing the shoveling and snowblowing at the library. He will store a snowblower behind the library to use at the library and other town buildings in the village. He has done a number of small repairs at the library in the past month: replacing water heater element, repairing lock on rear door, fixing book drop door, replacing thermostat in

meeting room. The downstairs furnace had some work done to improve the air flow, and the carpets have been cleaned.

5. Policy: Earned Time Off policy – no update as yet.
6. Personnel: Annual evaluations – Betsy and Sheryl met with Mary. The evaluation was done and they met with Mary today. Goals will be reviewed in January. A new evaluation form will be considered.
7. Technology: 2022 Tech Plan was updated to reflect NHCF Library Technology Grant
8. Strategic Plan, services for older residents: Community and staff members, led by Lucy and Peggy, are making paper star ornaments to share with Meals on Wheels participants.

Betsy suggested that a “planner” for the planning be selected from the Board.

9. Strategic plan, teen engagement: It seems more teens are visiting the library, and staff is making sure they feel welcome. Mary will let the Rec. Director know that the teens are appreciating having a place to meet.
10. Strategic plan, deeper community connections and understanding: The library was a stop on the Tamworth Village tree lighting procession on December 4. Staff members told jokes and handed out candy canes. The Brett School chorus will do a short set of songs outside the library on December 21 at 6 pm. There may be cookies and cocoa as well. A photographer may be sought for a photo they can use in their yearbook. Wyatt Berrier will be contacted.
11. Strategic plan, 2022 update: Demographic information update. This will be postponed for now.

J. Public Comment

K. Adjournment – Evan made a motion to adjourn at 7:08 pm, Betsy seconded. The meeting was adjourned.

Next Trustees’ Meeting: Monday, January 10, 2022, 5:30 PM

Respectfully submitted,  
Melissa Donaldson  
Recording Secretary