

COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
Draft Minutes FOR February 14, 2022 – 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, Sheryl Power, Betsy Loughran, Evan Henderson, Kristine Rines, Kelly Goodson-Selectmen’s Representative (5:34 pm), Mary Cronin-Librarian
- C. Approval of Minutes
1. January 10, 2022 regular meeting minutes – remove meeting notice from the top. Betsy made a motion to approve as amended, Evan seconded. APPROVED
- D. Treasurer’s Report:
1. January 2022 Financial Report – Anne made a motion to accept, Kristine seconded. APPROVED
 2. Unanticipated funds received

| | |
|---------------------|---------|
| Conscience Jar | 40.00 |
| Total unanticipated | \$40.00 |

Betsy made a motion to accept, Kristine seconded. APPROVED
- E. Correspondence: An email was received by NHLTA – survey results. Most libraries do not require background checks for volunteers.
- F. Old Business:
1. Library Budget 2022: See draft 5 of library budget; one error on previous draft needed to be corrected. The error was in the addition of the total created by a new line.
- G. Library Director’s Report:
1. COVID-19 Pandemic: Community transmission remains high, so masks are still required inside the library.
 2. Programs: Library staff is working on Summer Reading Program plans, including outreach to recreation and child care programs. Amy Carter has scheduled a New Hampshire Humanities writing program for April. The “Face to Face” series of Zoom programs has been very popular.
 3. Outreach: Mary shared information about Mango Languages, America’s News and other online resources with Carroll County Adult Education and the K.A. Brett School teachers.
 4. Staff: A staff meeting was held on Monday, January 31. A shared Google Drive folder has been created for staff to share instructions.
 5. Director: Mary has been working on finding better comparative data for determining library staff wages. At their meeting last week, Carroll County library directors expressed deep concern about staff retention and recruitment, as well as loss of

institutional knowledge and leadership within the New Hampshire library community caused by the large number of retirements in the past year.

6. History Intern: Adam Way has been digitizing typescript transcriptions of oral history interviews that Marjory Gane Harkness and Lillian McGrew did in preparation for writing The Tamworth Narrative. He is adding these to the library's local history digital archive. He is also investigating ways to have the cassette tapes of the interviews digitized, and starting a Digital Preservation Plan for our library.

H. New Business:

1. Bookmobile Committee: See Mary Cronin's letter inviting Trustees of the Northern New Hampshire Library Cooperative libraries (Cook Memorial, Conway, Jackson, Madison) to join a committee to develop a plan for a regional bookmobile. There is a significant funding opportunity with the Manton Foundation for this type of project. All of the library directors are on board. Anne and Kristine have expressed interest in the committee.
2. July 4th 5K Race: This fundraiser race will take place this year. We may partner with the Tamworth Outing Club. Volunteers will be needed, please let Amy Carter know if you can volunteer.

I. Committee Reports:

1. NH Library Trustees Association: Anne Chant – There is an extra \$3000 in the Scholarship Fund, available to any trustees who want to take classes or conferences. There are some school districts in our state that are having warrant articles to push libraries to be repositories for the local school's curriculum.
2. Nominating: Trustee Candidates for 2022 election – Lew Prilliman, Kris and Paul have applied for this.
3. Friends of CML: Sheryl - met last month. It was a short meeting. They talked about Coffee Hour, and need for volunteers when it starts up again. There are 90 households that are members of the friends. They will purchase a pass to the Wright Museum. The March meeting will determine the Annual Meeting, Book Sale, Plant Sale.

Paul Priestman departed at 6:15 pm.

4. Building & Grounds: snow and ice are being dealt with.
5. Policy: need to schedule a meeting to review some policies that are due to be done this year.
6. Personnel: nothing
7. Technology: We borrowed the Madison Library's Meeting Owl camera/microphone system for hybrid meetings to try out. The Selectmen and Transfer Station Improvement Committee used it for public hearings. All agreed that it improves the hybrid meeting experience for people attending in-person as well as those online. The Town will request funds from the Tamworth Foundation to purchase a Meeting Owl for the town and library to share.

8. Strategic plan, 2022 update: Demographic information; assign dates to timeline; discuss survey. #4 - Have the plan done mid-fall (September) so it can be used in the budget process. #1 is starting now, through June. Surveys are typically done May-June. Tabulation would be in July (#2) and #3 would be in August. The ALA does free training for small/rural libraries.

Survey questions – short surveys are good. It might be a good idea to ask people what should we be asking. Online programming feedback is suggested as a topic for the survey. Types of programs they would like to see? Make sure you are reaching out to a diverse audience. Ask for suggestions on how to reach people who we are not currently reaching. Census data may be useful. A draft of the info will be available at the March meeting. State community profiles have a lot of the information gathered by the census.

Last time we had listening sessions, and asked them general questions about aspirations.

- J. Public Comment – Kelly thanked Anne for her help with getting information about the open positions in the Town. Good feedback was received from Kim.
- K. Adjournment – Evan made a motion to adjourn at 6:47 pm, Betsy seconded. The meeting was adjourned.

Respectfully submitted,
Melissa Donaldson
Recording Secretary

Next Trustees' Meeting: Monday, March 14, 2022, 5:30 PM