

COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
Draft Minutes FOR January 10, 2022 – 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 5:35 pm by Allie Thompson.
- B. Introductions and Attendance – Present are: Allie Thompson, Evan Henderson, Anne Chant, Sheryl Power, Paul Priestman, Betsy Loughran, Kristine Rines, Kelly Goodson-Selectmen’s Representative, Mary Cronin-Librarian
- C. Approval of Minutes
1. December 13, 2021 regular meeting minutes – Anne made a motion to approve, Sheryl seconded. APPROVED
 2. December 22, 2021 public hearing minutes – Evan made a motion to approve, Kristine seconded. APPROVED
- D. Treasurer’s Report:
1. December 2021 Financial Report – Kristine made a motion to accept, Allie seconded. ACCEPTED
 2. Unanticipated funds received
 - a. Donations: Anonymous, Van De Graaff 550.00
 - b. Conscience Jar 15.80
 - c. Copy machine income over budgeted .60
 - d. Trust Funds over budgeted 111.48

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| Total unanticipated | \$677.88 |
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Paul made a motion to accept, Betsy seconded. ACCEPTED
- E. Correspondence: Email from Town Administrator with list of information needed for annual audit. She will deliver the items to the Town Office.
- F. Old Business:
1. Library Budget 2022: Budget hearing with Select Board was held on Wednesday, December 22 at 6:00 PM. See draft 4 of library budget. Mary reviewed draft 4 with the Board. Some numbers will be a bit different once the actual numbers for 2021 are entered.
- 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 is on hold due to surge in COVID-19 transmission, Teen Dungeons & Dragons, 4-H Makers Club, outdoor storytime continue to meet weekly. The “Face to Face” weekly Zoom program series is underway.

3. Outreach: Based on feedback from last June's "new to Tamworth" fair, we will begin working with other town organizations to help put together a packet of information for new residents.
4. Staff: Staff members have and will take online professional development webinars on reader's advisory.
5. History Intern: Adam Way has started his internship.

H. New Business:

1. Library Annual Report for the town report: Written report, one-page proposed budget, balance sheet. This was sent out for review by the Board.
2. Filing period for Library Trustees is coming up very soon. Trustees whose terms are ending in 2022 are Sheryl Power, Paul Priestman, and Kristine Rines. Sheryl will not be running for another term. Kelly spoke about her idea for an informative session about the seats that are open in this Town. Consider doing this via Zoom or on the Exchange. Talk to Kim about this. The Town Column and the Town website are considerations also. Anne volunteered to be the contact person for the Library, and will organize the contacts for the other boards in town. Kelly will approach Kim and the Selectboard with this concept.

I. Committee Reports:

1. NH Library Trustees Association: Anne Chant – met via Zoom. There are a couple of new bills that may affect libraries. One of these concerns requiring background checks. We currently do the State check, but not the Federal check. This is not currently in the employee policies. The other bill concerns allowing public meetings to be held electronically. Currently hybrid meetings are allowed. (HB1014). May 10 they are holding a conference. An outline was shared with the Board.

Paul departed at 6:15 pm.

2. Nominating: Committee memberships – Kristine is willing to assume the committees that Robin was previously on.
3. Friends of CML: meeting is tomorrow night, via Zoom.
4. Building & Grounds: nothing new to report.
5. Policy: Earned Time Off policy – Betsy – the policy was distributed prior to the meeting, for review. Evan made a motion to adopt the policy as presented, effective January 1, 2022. Kristine seconded. APPROVED
6. Personnel: Director's goals for 2022 – Sheryl sent these out to the Board. Updating the Strategic Plan is the top goal. The Aspen program was discussed. That program should make the catalog more user friendly.
7. Technology: Grant-funded computers and tech equipment are being ordered/received this month
8. Strategic Plan, services for older residents:
9. Strategic plan, teen engagement:

10. Strategic plan, deeper community connections and understanding: The Brett School chorus caroled outside the library on December 21. Including the children, 98 people attended.
11. Strategic plan, 2022 update: Demographic information; develop timeline for update. Mary and Allie sketched out a plan for updating the Strategic Plan. The timeline was discussed. A short list of specific questions could be asked from specific organizations. Mary and another staff member will be attending courses on facilitation of this topic. The current Strategic priorities were considered. To refocus on traditional library services is a priority Mary brought up today (databases, reader advisory). The second priority under consideration is supporting good mental health in the community. Improving or making better use of the outdoor space is suggested. (enhancing). What segment of the population are we missing? Deeper community connections (add Foster to the beginning of that priority). Betsy would like to consider options for hybrid meetings, Zoom alternatives. As a priority, explore hybrid programming options (use this idea in a survey?)

Suggested order of priorities:

Library Services
Technology (programming)
Enhance Outdoor Spaces
Mental Health
Deeper Community Connections

J. Public Comment

K. Adjournment – Evan made a motion to adjourn at 7:05 pm, Betsy seconded. The meeting was adjourned.

Respectfully submitted,
Melissa Donaldson
Recording Secretary

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