

**COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING**  
**Draft Minutes FOR April 11, 2022 – 5:30 PM at the library**

- A. Call to order – the meeting was called to order at 5:31 pm by Anne Chant.
- B. Introductions and Attendance – Present are: Anne Chant, Evan Henderson, Kristine Rines, Paul Priestman, Lew Prilliman, Betsy Loughran, Mary Cronin-Librarian, Karl Behr-Selectmen’s Representative. Allie Thompson is absent.
- C. Approval of Minutes
1. March 14, 2022 regular meeting minutes – Paul Priestman, not Peter. Evan made a motion to approve as amended, Betsy seconded. APPROVED
- D. Treasurer’s Report:
1. March 2022 Financial Report – Paul made a motion to accept, Kris seconded. ACCEPTED
  2. Unanticipated funds received

Conscience Jar	13.00
Grant from The Tamworth Foundation for summer music	1,200.00
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Total unanticipated	\$1,213.00

Betsy made a motion to accept the funds, Lew seconded. ACCEPTED
- E. Correspondence: Email from Chris Canfield offering four paintings by David McPhail to be used at Library Trustees’ discretion. A photo of the paintings was shared. Mary will respond to accept the donation. Betsy made a motion to accept the 4 paintings, Anne seconded. APPROVED A note of thanks will be sent to Chris. Lew has volunteered to be the corresponding secretary and will write the note.
- F. Old Business:
1. Northern New Hampshire Library Cooperative annual meeting: Held on April 5, 2022. Kristine Rines, Mary Cronin, Betsy Loughran, and Lew Prillaman attended, along with representatives from the other three libraries in the cooperative. Mary gave an overview of the cooperative and how it came to existence.
- G. Library Director’s Report:
1. COVID-19 Pandemic: no change to protocols
  2. Programs: Peggy Johnson and Lucy Gatchell have come up with a series of activities related to Poetry Month. Library staff continues to work on summer program plans, revising the cemetery map and creating a 2023 library calendar. Amy Carter and Polly Mahoney visited the 7<sup>th</sup> and 8<sup>th</sup> grade classes at K.A. Brett School on April 4<sup>th</sup> to ask what kinds of programs they would like to see at the library, and got a lot of useful suggestions and information. A “Kitchen in a Box” will be coming.

3. Staff: A staff meeting was held on Monday, March 28. Another will be held at the end of this month. Peggy Johnson's 20-year anniversary as library staff member is coming up in June. Recognition needs to be discussed with the personnel committee.
4. Summer Positions for teens: Director and staff recommend making the open library page (shelver) position a summer-only position, and using remaining funds in Library Page budget to create two more summer program helper positions, and continue STEM program helper position in the fall (grant funds that have been used for this will be used up in June.)
5. Director: Aspen Discovery (new public catalog) is ready to go. We've had great response and feedback from people who tested it out.
6. Bookmobile Committee: At the NNHLC meeting on April 6 the cooperative decided to form a bookmobile committee and begin the process of preparing a program and grant application. Mary Cronin will call an initial meeting soon, likely on the first Monday at 5. There will be a Zoom option for the meeting.

H. New Business:

1. Family Day and library activities: The July 4<sup>th</sup> 5K race will be cosponsored this year by the library and the Tamworth Outing Club, with the plan for the Outing Club to take this over beginning next year. The parade will take place as in the past. Amy Carter, who is on the Family Day planning committee, would like to ask Trustees to help coordinate a library float. The library's restrooms will need to be available during Tamworth Village activities that day. Paul volunteered his kids for the float, and will help with the overall planning. He will talk to Amy about this. Evan will check his schedule to see if he can help also.
2. New Trustees library tour: All Trustees are invited to a tour of the library on Monday, May 9 at 4:30 PM, right before the May meeting.

I. Committee Reports:

1. NH Library Trustees Association: SB344, a bill about remote attendance for public meetings, will have a hearing on April 13. You can sign in on the State site to give your support or opposition to this bill. May 10<sup>th</sup> is the Annual Conference, being held in Concord. The library will pay for attendance if you want to attend. There are also scholarships available. Jim Weatherbee was a topic at the last meeting. He was a van driver for the State Library for 25 years. Lori Fisher held a workshop regarding censorship.
2. Nominating: Paul and Anne met last week. Anne proposed the following slate of officers.

Chair: Allie Kaplan-Thompson

Vice Chair: Anne Chant

Corresponding Secretary: Lew Prillaman

Treasurer: Evan Henderson

Assistant Treasurer: Paul Priestman

Liaison to Friends: Kristine Rines

Committees:

Buildings and Grounds: Evan – Chair, and Paul

Finance: Allie – Chair, Evan and Paul

Nominating: Paul – Chair, and Anne

Personnel: Kristine- Chair, Betsy Loughran, and Lew

Policy: Betsy – Chair, Evan and Kristine

Technology: Evan- Chair, and Allie

Betsy made a motion to accept the slate as proposed, Kris seconded. APPROVED

3. Friends of CML: Has not met since March. They will meet in May. Kris is the liaison. They are still looking for a president and treasurer. They meet at 6 pm on the second Tuesday of every other month. Their Annual Meeting is held on the last Saturday in September. The book sale will be held on the first Saturday of August. Coffees are being held on Fridays.
4. Building & Grounds: An estimate is needed for the railing for the new side entrance walkway.
5. Policy: Committee met on April 6 to prepare policies for review at this meeting: IV.C.3 Gifts & Loans; IV.C.4 Sales; IV.C.5 Exhibits, Displays, and Bulletin Board; IV.C.6 Petitions and Informational Material; IV.C.7 Behavior, Supervision, and Responsibility; IV.C.8 Animals; IV.C.9 Supervision of Lower Level; and III.I. Programs (new). Also prepared for review, updated forms related to the policies reviewed today: Exhibit Release Form; Request for Reconsideration Form; Letter of Agreement for Donated Materials. Discuss changing all instances of he/she, him/her, and his/her to they, them or their; policies affected would be I.C., I.E.4, III.E., V.E, V.F. The policies were distributed for review. Betsy led the discussion about these policies. The new Request for Reconsideration policy and form were presented. Petitions are not held at the Library. The Gifts and Loans policy has a new form. The Sales policy has a change indicating that the library staff is not responsible for sales of books for authors. If someone is being a nuisance (under Behavior Policy) there is one step before privileges are taken away. Paul feels that this is a procedure rather than a policy issue. Children under 8 need to have an adult with them. The addition of wording regarding bringing pets to the library – there is no registry for Service Animals. Leashed, well behaved dogs being welcome is an option. Mary needs to speak to the staff to see how they feel about pets in the library. Betsy suggests wording of “In general, we prefer not to have pets in the library.....” This policy is put on hold for review. Liability needs to be made clear – Mary is not clear that it should be in the policy. Mary will check with the Town Attorney. Service dogs are discussed. This policy needs more consideration. Mary mentioned checking with the Town Attorney. Paul suggests looking at the ADA guidance. The new policy is about programming, and will be added to Section 3. Evan made a motion to accept all these policies with the exception of Section 4.c. regarding animals. Anne seconded.

APPROVED The forms will be added to the appendix of the policy book. Kris made a motion to accept the 3 new forms, Betsy seconded. APPROVED

Discuss changing all instances of he/she, him/her, and his/her to they, them or their – will be discussed at the next meeting.

6. Personnel: nothing to report
7. Technology: The town office now has the Meeting Owl camera/mic for hybrid meetings. We will develop an agreement for sharing it.
8. Strategic plan, 2022 update: Review demographic update draft. Feedback sessions have been scheduled for May 11, 13, and 18; invitations to community organizations to provide feedback will go out soon. – this discussion is postponed – check the resource list if you need more information. The feedback sessions will be happening shortly after the next meeting – who might be able to attend those? Please let Mary know.

J. Public Comment - none

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, May 9, 2022, 5:30 PM