

**COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING**  
**Draft Minutes FOR May 9, 2022 – 5:30 PM at the library**

- A. Call to order – The meeting was called to order at 5:31 pm by Allie Thompson.
- B. Introductions and Attendance - Present are: Allie Thompson, Anne Chant-(Zoom), Evan Henderson, Lew Prilliman, Paul Priestman, Kristine Rines, Betsy Loughran, Karl Behr-Selectmen's Representative, Mary Cronin-Librarian, Melissa Donaldson-Recording Secretary. Anne stated that she is present and alone.
- C. Approval of Minutes
1. April 11, 2022 regular meeting minutes – Evan made a motion to approve, Betsy seconded. APPROVED  
Betsy Loughran - yes  
Paul Priestman - yes  
Evan Henderson - yes  
Lew Prilliman - yes  
Kristine Rines - yes  
Allie Thompson - abstain  
Anne Chant - yes
- D. Treasurer's Report:
1. April 2022 Financial Report – Kristine made a motion to accept, Lew seconded. ACCEPTED  
Betsy Loughran - yes  
Paul Priestman - yes  
Evan Henderson - yes  
Lew Prilliman - yes  
Kristine Rines - yes  
Allie Thompson - yes  
Anne Chant – yes
  2. Unanticipated funds received

a. Friends donation for Library Binoculars	151.87
b. Conscience jar	28.00
c. Donations: McGowan, Fox, Kennett	1,200.00
d. NH Humanities program grant	200.00
Total unanticipated	\$1,759.74

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Betsy made a motion to accept, Allie seconded. ACCEPTED

Betsy Loughran - yes

Paul Priestman - yes

Evan Henderson - yes

Lew Prilliman - yes

Kristine Rines - yes

Allie Thompson - yes

Anne Chant – yes

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The total above should be in the amount of \$1579.87. Betsy made a motion to accept the amended total. Evan seconded.

Betsy Loughran - yes

Paul Priestman - yes

Evan Henderson - yes

Lew Prilliman - yes

Kristine Rines - yes

Allie Thompson - yes

Anne Chant – yes

- E. Correspondence: NHLTA membership renewal notice - The list was reviewed for accuracy.
- F. Old Business:
  - 1. Library tour – Kris and Evan attended.
- G. Library Director's Report:
  - 1. COVID-19 Pandemic: Still providing masks, but not requiring.
  - 2. Programs: Amy Carter and Polly Mahoney visited with K.A. Brett 6th-8th graders to find out what kinds of programs they'd like to see at the library, and to find out what days they could come to library programs. An event with several different activities is planned for this age group on June 5 as a result. This will be held on Sunday afternoons.
  - 3. Staff: A staff meeting was held on April 25. The May 23 staff meeting will be review and discuss strategic plan feedback. The library will open an hour late on that day to allow enough time.
  - 4. Book Sale: Chris Clyne has been working on sending books that have been in the Annex for a long time to a recycling program. The library gets credit for book purchases through this program. Donations are being accepted for the book sale.

There are two volunteers who sort/organize donated books. We have received over \$300 in credit since she began the recycling program.

5. Director: The mid term grant report for the midterm is coming due.
6. Bookmobile Committee: Organizational meeting was held on May 2. Committee will meet monthly on the first of the month. Members have chosen tasks to work on.
7. Karl mentioned that there will be book drops at the Transfer Station and the Town House for unwanted books to be dropped off at.

H. New Business:

- 1.

I. Committee Reports:

1. NH Library Trustees Association – Anne – she is in Concord working on items for the Conference tomorrow. Michael York spoke about new funding that will help libraries that are not yet automated. There are approximately 300 attendees for the conference.
2. Nominating
3. Friends of CML: FoCML Board will meet on May 10, 2022 at 6:00 PM. – Kris is the new liaison. She has not attended yet, but will be going tomorrow. They are working on the plant sale and they also have a calendar raffle that they are selling tickets for.
4. Building & Grounds: Schedule meeting to do annual inspection and go over list of projects. There is no new information on the step project.
5. Policy: Continue discussion of IV.C.8 Animals. Review draft revision of I.D.3 Bylaws: Meetings with new section about allowing remote attendance at meetings. Committee met on May 4. Committee discussed use of pronouns in policies and will review each policy in which pronouns are used.  
Betsy led a discussion about the updates to the policies. The law is clear about what the emergency may be if the meeting is to be held by Zoom only. Allie is wondering if the chair is able to make a broad determination as to what an emergency is. There is a bill in the house to allow meetings via Zoom as long as there is one person in the room to let others in. Add in that we will follow (current) state law, which currently is ....? Kris made a motion to approve this policy, Evan seconded.

Betsy Loughran - yes

Paul Priestman - abstain

Evan Henderson - yes

Lew Prilliman - yes

Kristine Rines - yes

Allie Thompson - yes

Anne has left the meeting. She would like to be present for the animal policy vote. There is no clear definition of service dog. Leashed, well behaved dogs who will sit stand and lie quietly at the owner's side is the definition being considered. Kris spoke about service dogs and therapy dogs. Therapy dogs have certification of their achievement. Betsy would like to add in a line about the liability being strictly on the owner, but our insurance told us that we could still be sued.

Pronouns are being looked at in the policies. There are small changes that will be coming to the Board in the future.

They also discussed the Cooperative bylaws and policies.

6. Personnel: Staff recognition for 20 years. A card has been made by Penny Purcell. Kris has a list of quotes and would like someone with nice handwriting to write the cards. In the past, they received \$200 for this milestone. This could be added into the paycheck. June 18 is the date. There are events coming up that might fit with this. Betsy made a motion to make a gift of \$200 adjusted for taxes to honor 20 years of service. This will come from the library budget. Betsy withdrew the motion. A motion to allocate the appropriate amount from the budget for Peggy's 20 year gift was made by Kris, seconded by Evan. APPROVED
  7. Technology: Looking into cost for adding faxing and remote printing to the Konica/Minolta machine rather than relying on unreliable HP all-in-one for this. A fax line will need to be run over to the Minolta. Tim thinks he may be able to do it. Porter Office will need to come adjust the machine to make it able to fax.
  8. Strategic plan, 2023-24 update: Feedback sessions have been scheduled for May 11, 13, and 18. Mary Cronin and Trustees are attending meetings of local organizations to gather feedback this month, including Selectmen, Tamworth Outing Club, Tamworth History Center, Community Food Pantry, Carroll County Food Access Network. Letters asking for time at their meetings were emailed to 15 boards. Kris did not make it to the Selectmen's Meeting. Mary spoke with Keats and she will place it on the agenda. The Selectmen meet every week. Betsy will be going to the History Center meeting. Anne went to the Outing Club meeting. Mary will meet with the Food Pantry next week. Carroll County Food Access network meeting is tomorrow via Zoom. Paul will check with the Nurses Board. Mary is looking forward to the forums. The principal at the school can send the survey to parents.
- J. Public Comment – Karl feels that the Strategic Plan is a great idea. The Selectboard is interested in doing more strategic planning.

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

Respectfully submitted,  
Melissa Donaldson  
Recording Secretary

Next Trustees' Meeting: Monday, June 13, 2022, 5:30 PM