

**COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING**  
**Draft Minutes FOR March 14, 2022 – 5:30 PM at the library**

- A. Call to order – The meeting was called to order at 5:32 pm by Allie Thompson
- B. Introductions and Attendance - Present are: Allie Thompson, Peter Priestman, Kristine Rines, Betsy Loughran, Evan Henderson, Lew Prillaman, Kelly Goodson-Selectmen's Representative. Paul, Lew and Kristine have been sworn in. Anne Chant is absent.
- C. Approval of Minutes
1. February 14, 2022 regular meeting minutes – Evan made a motion to approve, Kris seconded. APPROVED
- D. Treasurer's Report: Evan reviewed the report. Kris made a motion to accept the report, Betsy seconded. APPROVED
1. February 2022 Financial Report
  2. Unanticipated funds received

Conscience Jar	18.00
Total unanticipated	\$18.00

Kris made a motion to accept the unanticipated funds, Betsy seconded.  
APPROVED
- E. Correspondence: none
- F. Old Business:
1. Bookmobile Committee: Anne Chant, Kristine Rines, and Sheryl Power will join the newly formed Bookmobile Committee. The other libraries that will be sharing it have some committee members as well. They will begin meeting in April. The Northern NH Library Cooperative is the group that is looking at doing this project.
- G. Library Director's Report:
1. COVID-19 Pandemic: CDC changed masking guidelines; wearing masks in the library is now optional due to low community transmission.
  2. Programs: Library staff is working on summer program plans, as well as revising the cemetery map and creating a 2023 library calendar. The Tamworth Foundation has granted funds for summer music programs.
  3. Statistics: See January and February 2022 statistics report. Mary will send this out when it is completed.
  4. Staff: A staff meeting was held on Monday, February 28.
  5. Director: Aspen Discovery (new public catalog) is nearly configured and ready for testing by staff and selected patrons. Trustees are welcome to help with testing. Mary is looking for feedback on this. She will send the link. The new search pulls in the history archive stuff as well as Kanopy, ebooks, etc.

H. New Business:

1. Northern New Hampshire Library Cooperative Annual meeting is scheduled for April 5, 2022 at 6:00 PM in person, with Zoom option after quorum is reached. At least one Trustee and Library Director will need to attend from each of the four libraries. Agenda will include revising Bylaws, bookmobile and Bookmobile Committee, and how to establish a way to become a fundable entity. There may be other projects in addition to the bookmobile.

I. Committee Reports:

1. NH Library Trustees Association: HB1529 requiring full CORI background checks for library employees and volunteers was defeated per the request of the original sponsor.
2. Nominating: at the next meeting, a slate will be presented.
3. Friends of CML: New Liaison needed. Friends Board met on March 8, 2022. Friday coffee hours will begin again on March 18 and run through mid-May. Plans for plant sale and calendar raffle were discussed. Annual meeting will take place on Saturday, September 24, 2022. Board approved funding for 2023 library calendar, new edition of the Cemetery Map, and library binoculars. Book Sale is planned for August 6.
4. Building & Grounds: no timetable for the work has been received as yet.
5. Policy: Committee met on March 1 to prepare policies for review at this meeting: IV. A. Friends of the Cook Memorial Library; IV. B. Confidentiality of Library Records; IV. C. 1. Hours of Service; IV. C. 2. Meeting Room Use Policy; IV. C. 2. a. Pandemic Meeting Room Use Policy; V. F. Pandemic Policy. Betsy reviewed the processes of the Policy Committee and the changes that were made to the policies. The specialized pandemic policy was removed and this reverted to the previous policy that had been in place. Paul made a motion to approve these changes to the policy, Lew seconded. APPROVED
6. Personnel: none
7. Technology: A laptop computer has been ordered for staff use. The color printer/fax is not working well. The BizHub copier can also be set up for faxing, a phone line will need to be run to the copier. Tamworth Foundation has granted funds for the town to purchase a Meeting Owl camera/mic for hybrid meetings. This will be shared with the library.
8. Strategic plan, 2022 update: To do before next meeting: demographic update, contact community organizations, schedule listening sessions. Move survey to last task for Community Needs Assessment in timeline. Paul, Mary and Allie have been working on the demographics information. More information is needed about broadband access, changing median ages into children, adult numbers, etc. Compare the statistics with town/county/state numbers. Compare library fund amounts to municipal fund amounts at comparable libraries. Outreach and feedback, community surveys are coming up. Mary would like the listening sessions held before the survey is sent out. Listening sessions should be done in April and May. One will be done in April, others during the first couple weeks of May. Mary

suggested holding one on Zoom. She will check with what programs are scheduled, and come up with some dates.

- J. Public Comment – Kelly is not sure if she will be the Selectmen’s Representative for the next year. She has enjoyed her time with us.
- K. Adjournment – Evan made a motion to adjourn at 6:54 pm, Kris seconded. The meeting was adjourned.

Next Trustees’ Meeting: Monday, April 11, 2022, 5:30 PM

Respectfully submitted,  
Melissa Donaldson  
Recording Secretary