

**COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING**  
**Draft Minutes August 13, 2018**

A. The meeting was called to order at 5:04 pm at the Cook Memorial Library. Present are: Anne Chant, Robin Gordon, Evan Henderson, Skip Nason, Allie Kaplan-Thompson, Nathaniel Winship, Sheryl Power (5:07pm), Willie Farnum – Selectmen’s Liaison, Mary Cronin- library director, and Melissa Donaldson –recording secretary.

B. Approval of Minutes: Corrections – Skip and Willie were absent. Insert minutes on line B. Move H3 (Mary will make contacts) to H2. Allie made a motion to approve the minutes of the July 9, 2018 regular meeting as corrected. Evan seconded. APPROVED

C. Treasurer’s Report:

1. July 2018 Financial Report –Skip made a motion to approve, Robin seconded. APPROVED

2. Unanticipated funds received

a. Conscience jar donations	38.15
b. Donations for book purchases	50.00
c. Donations: Burt-Davis, Gordon	65.00

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Total unanticipated	\$153.15
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Allie made a motion to accept the unanticipated funds, Skip seconded.  
APPROVED

D. Correspondence:

1. Note from Town Auditors that library policies need to address financial risk. Mary has examples ready for the policy committee to review when they meet this fall.

2. Email from Ann McGarity regarding recording library programs. Mary sent a lengthy reply.

3. Thank you from Arts Council of Tamworth for Trustees’ and Friends’ support for their 50<sup>th</sup> anniversary celebration.

4. Letter from Attorney General informing of Terry Knowles’ retirement and news that group providing Trustee training will change from Dept. of Justice to NH Municipal Association. Similar letter from NH Municipal Association with dates for Library Trustee trainings at their conference in November. The conference is usually in Manchester.

5. Email from David Smolen informing that NHLTA regional Library Trustees meeting scheduled for August 11 has been rescheduled to September 6 at 5:30 pm at the Conway Public Library. All Trustees and Library Directors are welcome. Anne would like to attend, she will contact them to RSVP. Allie would also like to go and will confirm for herself.

E. Old Business:

1. Linda Bittner resignation from Board of Trustees and new Trustee appointment: Linda Bittner's former seat on the Library Board of Trustees may be filled by Selectmen on recommendation of Library Trustees. Nathaniel Winship is interested in serving the remainder of Linda's term, until March 2019 elections. He introduced himself to the group. Mary will send a letter to Darlene recommending him for the position. Allie made a motion to recommend Nathaniel Winship to be appointed by the Selectmen to fill the vacant trustee position. Skip seconded. APPROVED

F. Library Director's Report:

1. Programs: Kids' programs in July and beginning of August included six storytimes, guest readers were Gail Marrone, Jennifer Kampsnyder, Cathy Arsenault-Shea, and Lucy Gatchell; five Tuesday afternoon programs for children, rock painting, forest animals skins and skulls with Forest Service's Jessie Dubuque, live animals from Wildlife Encounters, Ultimate Frisbee with Jeff Landesman, and rocks and geology with Jessamyn from Tin Mountain. The annual Sunday afternoon Ultimate Frisbee game was held on July 29, which resulted in a group putting together a weekly pick-up game at the Brett School. Baby Lapsit time met weekly. Programs for all ages were a Movie Night, Words and Music of NH Composer Amy Beach performed by Marie Harris and Adi Rule, a talk on butterflies and moths by Rick Van de Poll cosponsored by the Tamworth Conservation Commission. Music on the Lawn was held on July 18 and will continue for each Wednesday in August. One book group meeting was held on July 25. The Kids, Books and the Arts grant-funded program, Bryson Lang's comedy-juggling show was held as part the Tamworth Street Fair on August 4. UUFES kindly offered the use of their facility because heavy rain prevented us from holding this on the library lawn as planned. It was well attended. Next year they are looking at a magician. Amy had a book group last week. Author Jean Diehl was here to talk to them. She wrote a letter praising the program.
2. Staff: Mary attended a webinar on "Serving Patrons Who Are Houseless" on August 7. Emily Smith-Mossman of North Country Cares, a local organization serving homeless teens will attend the Carroll County Cooperative librarians meeting on September 11 at Cook Library to discuss how our libraries may better serve homeless and houseless people.
3. Outreach: Kathie Dyrenforth brought books, library info and library card registration forms to WIC at the Tri-County CAP building on July 19. She will be going again tomorrow. Jackie Thompson delivered books to individuals and the meeting room at Remick Acres and brought a box of books to the Tamworth Recreation Program.

G. New Business:

H. Committee Reports:

1. Friends of CML: Friends had a tent and table at the Street Fair on August 4 to sell raffle tickets are for sale. Book sale also was held that day. The next Board meeting is on September 11. Mary will prepare a "wish list" for Friends to consider funding in

- their budget for their new fiscal year. Annual meeting of FOCML is September 29 at 11:30. We need a new liaison for the Friends. This will be determined at our next meeting. Their Annual Meeting is 9/29 at 11:30 am. Trustees are encouraged to go. The program will be a storyteller from Lovell.
2. Building & Grounds: Mary got a list of area lead-certified painting contractors from the EPA, contacted three of them, and heard back from one. No estimates have been received. Robin has a potential contact for the painting. Skip has someone who said he will provide an estimate, but he has not done that yet. Lakeside Security did the annual maintenance of the system. Three emergency lights will need to be replaced, Mary has contacted an electrician. Lakeside Security has provided a price for installing carbon monoxide detectors that connect to their emergency response system. \$1075 is their price. Do we need to go to that extent, or can we do something less elaborate? Skip will investigate that. Town of Tamworth has signed a contract for heating fuel for winter 2018-19 with Pemi River Fuels. This contract includes the library. Price for propane will be \$2.449/gal. Pemi River will arrange to purchase library's propane tank from Eastern at no cost to town. Mary has called Eastern to let them know.
3. Strategic Planning:  
A packet was distributed for review. Allie commended the community profile. The first ten pages are general information.
- Review draft of strategic plan
  - Finalize Vision and Values statements – Allie commented about the possibility of using “equal” access to information as a possibility. After discussion, that wording should not be used as it could be misinterpreted. Nathaniel suggests that the accountability line be moved up to the second position. Vision statement – Our vision – Where the people of Tamworth come together to explore, discover, and connect.
  - Prioritize community needs – (choose ~ 4 for this year) –
    - Check off the items we chose below and insert them here.
- \*\*September 11<sup>th</sup> – meeting downstairs – topic “Houselessness”
- Identify top strategic priorities
    - We will work toward:
    - Faster Internet Connection
    - Fostering Deeper Community Connections and Understanding
    - Expanded Services for Older Residents (possibly have a walker available? Nathaniel has offered to donate a walker)
    - Develop Programs for Teens

Mary will develop a draft and share with interested people.

4. Technology: Pat Farley of the Economic Development Commission has arranged for Carol Miller from the State of NH Dept. of Business and Economic Affairs come to discuss broadband at August 23 Selectmen's meeting. Mary and Evan will attend. Mary has prices from Consolidated Communications and from Spectrum for a faster connection speed for the library's internet connection. Consolidated – 60 mb/second - \$60.99/month with modem if signed up by September 2, or \$79.49/month after that. Spectrum offered 100mb/sec at \$84.99/month if you are an existing customer and \$119.99 to install equipment. New customer rates are less. Mary will ask about lower rates.
5. Policy: Schedule a meeting of policy committee to review section I: Governance after Strategic Plan is done. A meeting will be scheduled after the next Trustee's meeting. Mary will send sample investment policies of other NH libraries to use when drafting a new policy to address concerns brought up by auditor.

The CIP is meeting this week to finalize their projects. They will likely let us know soon when the carpeting project will be in there.

Skip asked about the CO2 detectors, and who mandated it. Mary is unsure about whether the fire inspector had mentioned it.

I. Public Comment

J. Sheryl made a motion to adjourn at 6:40 pm, Robin seconded. APPROVED

Next Meeting: Monday, September 10, 2018, Cook Memorial Library—5:00 PM