

COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
MINUTES - February 12, 2018 – 5:00 PM @ LIBRARY

The meeting was called to order at 5:05 pm by Anne Chant. Present are: Anne Chant, Linda Bittner, Allie Thompson, Skip Nason, Evan Henderson, Steve Gray (5:14 pm) and Mary Cronin, librarian. Absent – Sheryl Power, Robin Gordon

Minutes - Under new business, Mary would like to add “with equipment fees” after generate. Linda made a motion to approve the minutes from the January 8, 2017 regular meeting as amended. Evan seconded, APPROVED

Treasurer’s Report:

1. January 2018 Financial Report – Skip made a motion to accept the treasurer’s report with corrections, Evan seconded. APPROVED
2. Unanticipated funds received
 - a. Conscience jar donations 5.00

Total unanticipated \$5.00

Allie made a motion to accept the unanticipated funds, Skip seconded. APPROVED

Correspondence: Emails dated Jan. 23, 2018 and Feb. 9, 2018 from State Librarian Michael York explaining plans for replacing broken Interlibrary Loan system software. Email from Town Administrator Darlene McWhirter on Feb 2 with news that auditors will be in town Feb. 12 through 14, along with a list of requested documentation. Email invite to Trustees from NH Library Association for Advocacy Bootcamp on March 12.

Old Business:

1. NH Retirement System: Still no news on whether adding funds retroactively is allowed.
2. Strategic Plan: Mary contacted Planning Board Chairman Sheldon Perry about Master Plan. The Planning Board feels the 2008 Master Plan is still a relevant document. Mr. Perry said that the Planning Board will begin by looking at how the current Master Plan (2008) has been implemented and invites Library Trustees to review the library sections of the plan and report on implementation to the Planning Board. The library has a copy of the Master Plan that can be borrowed. It is also available on the Town of Tamworth website.
3. Marge Kendrick paintings: Sadly, Marge Kendrick passed away at the end of January. The paintings she donated last fall are still on exhibit. Consider offering one or more to Friends of Cook Memorial Library for their upcoming silent auction? The Board is agreeable to this. Consider Peaks Island? Marge’s intent was that the paintings be used to benefit the library.

Library Director’s Report:

1. Programs: Kids’ programs in January included three storytimes, two meetings of Lego Club, one “Bookworms” reading club for children ages 7 to 9, the first meeting

- of a weekly 4-H Maker Club led by Claes Thelemarck, Yoga for Preschoolers on Fridays, and two meetings of a new weekly Baby Lapsit time. Chris Clyne is working with 4-H Maker Club for the mousetrap cars sessions; Denise Boewe has also volunteered to help with the 4-H Maker Club. Adult programs included a book discussion, the monthly "Practical Wisdom" discussion, a talk by Ty Gagne, author of "Where You'll Find Me," a presentation by Eugenie Francine on conservation fishing trips, a demonstration and talk by Fish and Game Conservation Officer Benvenuti about working with search-and-rescue K-9 Cora, and a film and talk by Marena Harris on hiking the Appalachian Trail last year. The programs in January brought in a lot of people.
2. Staff: The book "If Walls Could Speak III" is complete. A book launch celebration will be held on February 17 at 1 pm at one of the houses featured in the book. A staff meeting will be held on Feb. 13. It will be at Amy Berrier's.
 3. Outreach: Mary met again with K.A. Brett technology integrator Denise Boewe and Claes Thelemarck to discuss educational technology and share ideas for programs/projects for youth and staff training opportunities.
 4. Inclement Weather closings: The library was closed early on February 7.
 5. Mary sent the library annual report for 2017 to the Town Administrator on Jan. 22.

New Business:

1. The public hearing for the library's warrant article asking the town to adopt the provisions of RSA 202-A:11-a that allows libraries to retain monies collected from fees for use of copier and other income-generating equipment will be held at the Selectmen's meeting on February 15, 2018 at 6:00 pm. This article will appear on the paper ballot that voters receive on Tuesday, March 13, and will not be discussed at town meeting on March 14. A trustee could put an explanation on the exchange. Allie will create a draft for the exchange.
2. ByWater Solutions sent a contract for Trustee's signature for technical support and hosting for our Koha integrated library system. The last official contract was in 2014. In subsequent years the paid invoice indicated renewal of contract. Bywater Solutions prepared a new contract to update their records and ours. Mary will ask Robin to review, and sign.

Committee Reports:

1. Friends of CML: Executive board will meet March 13. The Cabin Fever Book and Bake Sale with silent auction and lunch will take place on Sat., March 3 from 10 to 1. They are looking for donations of baked items. They are still working on updating their bylaws.
2. Building & Grounds: The library's meeting rooms are getting much more use due to the temporary closing of the Tamworth Town House. Chief Colcord has yet to do annual fire inspection, but he has said he will. The thermostat in the Ulitz Room is working again, so it has not been replaced. New insulated blinds have been installed on windows in rear stairway and lower level hallway. The entire lockset for the

meeting room entrance needs to be replaced; this work has been scheduled. Michele Killeen will paint the rear stairway and one wall and sloped ceilings in fiction area. Projects for 2018: catwalk in attic, exterior painting, develop a plan for outdoor space, begin drawings for loft (“treehouse”) space in children’s area.

3. Strategic Planning: The Board of Trustees met on January 29, 2018 at 5:00 pm at the Cook Memorial Library to discuss next steps with Strategic Plan. Notices about meeting were posted as required. Mary Cronin took notes, copied below.

Notes from Jan. 29, 2018 Strategic Planning meeting

Attending: Library Trustees Anne Chant, Evan Henderson, Skip Nason, Linda Bittner, Sheryl Power, Allie Kaplan-Thompson, Robin Gordon, Library Director Mary Cronin, Friends of Cook Memorial Library representative Jan Hamel.

Community organizations interested in being involved in library’s planning process so far. UUFES: David Wilkins, Chair of UUFES’s Governing Board contacted Mary. Friends of Cook Memorial Library: Jan Hamel offered FoCML as a group to beta-test format for community conversations

Mary shared that she will be attending a day-long workshop on strategic planning at the Public Library Association’s conference in March.

Discussion of how to use Libraries Transforming Communities: A step-by-step guide to “turning outward” to your community as a starting point for developing strategic plan for our library.

- Make a list of organizations to contact about participating in the “aspirations” exercise. Mary will start an editable Google Doc and share with this group.
- Develop a short explanation to educate groups we contact about what we hope to accomplish by beginning strategic planning process with an “aspirations” exercise. Mary will write a draft and circulate for comment and editing. Consider using the Friends of the Library as the “pilot” group. The wording should be changed to make sure people are not thinking about just the library. The word “aspirations” should be included.
- Begin by beta-testing the “aspirations” exercise at next library’s staff meeting, Friends’ meeting, Trustees’ meeting. Consider beginning these meetings with the “turn outward” quiz, or asking groups to take it ahead of time.
- Mary will ask Jan if they can be on the agenda for the next Friends’ meeting to have the aspirations discussion.(5 pm on March 13). Linda, Anne, Allie and Skip are planning to attend.

Tamworth Planning Board will be beginning work on an update to the Town's Master Plan this year. Mary will contact them to ask about sharing information and ways we can work together.

Next meeting will be part of regular Library Trustees' meeting on Monday, February 12, 2018.

4. Technology: Susan Staples Smith donated a laptop in excellent condition with up-to-date operating system to use for children's technology programs. Mary will order a new computer for staff use to replace an old one that has problems. The Tamworth School Board has donated 15 Kuno (Android) tablets for kids' technology programs.
5. Policy: Schedule meeting for Policy Committee to review Section IV of Policy Manual, which has job descriptions and forms. Skip, Evan and Robin are on the Policy Committee. Mary will send a group email to schedule a date. (Monday, the 26th of February at 5 pm?)

Public Comment – Town meeting is March 14th at 7 pm. Brett School PTA is running a 5K fundraiser. How will this affect our race?

Linda made a motion to adjourn at 6:21pm, Allie seconded. APPROVED

Next Meeting: Monday, March 12, 2018, Cook Memorial Library—5:00 PM