

COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
Minutes for April 10, 2017 – 6:00 PM @ LIBRARY

- A. The meeting was called to order at 6:03 pm.
Present: Robin Gordon, Evan Henderson, Anne Chant, Allie Thompson, Skip Nason, Steve Gray, Sheryl Power, Linda Bittner, and Mary Cronin, librarian
- B. Approval of Minutes of March 13, 2017 regular meeting. A motion to approve was made by Skip, seconded by Linda. APPROVED
- C. Treasurer's Report: A motion to accept the treasurer's report was made by Linda. Seconded by Sheryl, APPROVED

1. March 2017 Financial Report
2. Unanticipated funds in February

a. Conscience jar donations	23.20
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Total unanticipated	\$23.20

A motion to approve the unanticipated funds was made by Allie. Seconded by Skip. APPROVED

- D. Election of officers and committee assignments:

Anne proposed the following slate:

Chair – Anne Chant
Vice – Sheryl Power
Treasurer – Allie Thompson
Corresponding Secretary – Robin Gordon
Assistant Treasurer – Evan Henderson
Buildings and Grounds – Skip Nason
Board Liaison to Friends – Linda Bittner

Robin seconded, APPROVED

Budget committee – everyone
Nominating committee – Anne (chair) Skip and Sheryl
Finance committee– Allie (chair), Anne and Evan
Technology committee– Allie (chair) and Evan
Personnel committee– Sheryl (chair), Linda and Robin
Policy committee – Robin, Evan and Skip (chair)
Long Range Planning – Linda, Anne, Allie, Sheryl, Mary, Skip and Robin

A motion to approve the committees as presented was made by Anne. Seconded by Linda. APPROVED

Steve will continue as liaison for the Selectmen.

- E. Correspondence – Library Trustee publication distributed
- F. Old Business:
 - 1. Town Meeting – successful.
- G. Library Director's Report:
 - 1. Statistics: Visits in March were higher than any March in the past 10 years. We've been hosting a number of community meetings.
 - 2. Programs: Kids' programs in March were a 5-week Mousetrap Maker Challenge with eleven participants, one tween/teen reading club, three storytimes, three yoga classes for 2- to 5-year-olds, two Lego Club meetings. Adult programs in March and early April were one book discussion, and three well-attended adventure/trekking programs (one by Claes Thelemarck on his trip to Everest Base Camp, a NH Humanities program with John Harris on following Edwin Way Teale's trip "North with the Spring", and Gordon DuBois on the John Muir Trail), a poetry reading, and a new monthly "sit for peace" group facilitated by Mary Power.
 - 3. Staff: Staff members were informed of pay rate increases. Mary has been called for jury duty beginning on May 8. Mary and Peggy have done webinar training on upcoming Koha software upgrade. Chris is continuing work on "If Walls Could Speak" update. Amy attended CHILIS (Children's Librarians) conference and is planning summer programs.
 - 4. Art Exhibits: For April, we have a traveling exhibit of art by Ukrainian children, Bill Cochran's Soviet-era posters from Poland, and art by participants in Jay Rancourt's book arts workshops held this past winter.
- H. New Business:
 - 1. Signatories for Northway Bank account: Chair, Treasurer, Assistant Treasurer. A signature card is needed for Evan. Mary needs the minutes for the bank.
 - 2. Roof project Request for Proposals: Prepared by Larry Nickerson, Skip Nason, and Mary Cronin, reviewed by Selectmen and Town Administrator. Include completion date of September 30, 2017 in RFP. Invitation to Bid will be published by April 13, 2017, bids are due by May 12 and will be opened at May 18 Selectmen's meeting. Both Selectmen and Trustees will decide bid award after review. RFP will be posted on town and library websites, and available to pick up at the Town Office and the library.
 - 3. NNHLC (Northern NH Library Cooperative) will hold its annual meeting on Thursday, April 27 at 10:00 a.m. at the Jackson Public Library. One Trustee and Director from each library (Tamworth, Madison, Jackson) will need to go to have a quorum.

4. Letter of agreement for organizational materials donated by Arts Council of Tamworth for archive. Signature of Trustee Chair needed before filing. Anne signed the form.

I. Committee Reports:

1. Friends of CML: Next meeting will be held May 9. Plant Sale will be held on June 3. Donations of perennials are needed.
2. Building & Grounds: Skip and Mary attended the Tamworth Village Association annual meeting on March 25. Skip feels that Norm Cloutier should be recognized for all the effort he has put into this. The cost for the Library only went up 30%, approximately \$100 per year. New movable book case for entry area will arrive on April 13; Friends of CML funded this purchase.
3. Policy: Plan a meeting to work on policy revisions to bring to a future Trustee meeting. The topics that need to be reviewed are Bylaws & Governance, Organizational Items in Part 4.
4. Technology: Mary has drafted a technology spending plan for 2017 for committee to review. One new laptop for public use has been purchased since oldest public laptop is wearing out. Friends of CML will fund a new projector that will work wirelessly and with new laptop's HDMI connection. Technology Committee will review.
5. Is there a completion date for the Long Range Planning? It does not show on the agenda. Mary will try to find a library in the area that has done one recently and ask them to attend. Madison Library Long Range Plan process is on their website. Meet at 5 pm on May 8 to begin the Long Range Planning process.
6. Policy Committee will plan to meet on May 15 at 6 pm, at the library, to prepare for the June meeting.

- J. Public Comment – Steve spoke about House Bill 108 – it is now in the Senate. It allows record retention of up to 10 years. Older records have to be archived, they can be kept in pdf electronic form. This year's bill will allow up to 10 years as well.

- K. Adjournment – A motion to adjourn was made at 7:04 pm by Allie. Seconded by Skip.

ADJOURNED

Next Meeting:

Monday, May 8, 2017, Cook Memorial Library—6:00 PM