

COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
Final Minutes for May 8, 2017 – 6:00 PM @ LIBRARY

- A. The meeting was called to order at 6 pm. Present were Robin Gordon, Evan Henderson, Anne Chant, Allie Thompson, Steve Gray, Sheryl Power, Linda Bittner, and Mary Cronin, librarian. Skip Nason is absent.
- B. Approval of Minutes of April 10, 2017 regular meeting. Motion to approve by Sheryl, seconded by Linda, APPROVED unanimously
- C. Treasurer's Report:
1. April 2017 Financial Report - A motion to accept the Treasurer's Report was made by Linda, seconded by Robin - APPROVED unanimously
 2. Unanticipated funds received in April
 - a. Conscience jar donations 11.00

Total unanticipated \$11.00
- A motion to accept the unanticipated funds was made by Evan, seconded by Robin. APPROVED unanimously
- D. Correspondence – none. We will send a thank you letter to the man who donated the painting. Anne will send a tank you note to John for attending the Strategic Planning meeting.
- E. Old Business:
1. NNHLC (Northern New Hampshire Library Cooperative) Annual Meeting: Allie and Mary attended on April 27 at Jackson Public Library. Discussion included a review of the past year using Koha and working with ByWater for hosting and support, adding pay by PayPal option for fees, ensuring system settings fit our Privacy Policy and recruiting/admitting new members. Allie and Mary attended this meeting. Discussion about adding new members, perhaps Conway and Chocorua. There is a price involved, and Conway has a different set of considerations. This would be useful if the State Interlibrary Loan is affected by budget cuts.
 2. Roof project Request for Proposals: Invitation to Bid was posted on the library and town websites on April 13, published in the Conway Daily Sun and the NH Municipal Association the week of April 13, and republished in the Conway, Berlin and Laconia Daily Sun papers the week of May 1. Bids are due at town office by May 12. Bids will be opened at May 18 Selectmen's meeting.
 3. Rick Skoglund delivered the painting he donated, "Ya-Kee", a depiction of Arthur Walden and the Chinook team by American artist Robert Crofut, on April 28. People are enjoying seeing it.
 4. Robin asked about any financial items discussed at the conference Mary attended. NHLTA has been very involved with the process. Maggie Hassan has signed for IMLS.

5. Today is the deadline for the Trustee's conference registration. It is May 23. Sign up online and Mary will get a check sent out.

F. Library Director's Report:

1. Programs: Kids' programs in April included three storytimes, two Lego Club meetings, plus Solar Viewing with Marc Stowbridge and a Build a Birdhouse workshop for school vacation week. Adult programs in April were two book discussions, a seed saving discussion, a presentation on honeybees by Athena Contus. A map art program planned in cooperation with Green Mountain Conservation Group was postponed until fall due to lack of registrations.
2. Staff: Mary's jury duty has been changed to begin on May 22. A staff meeting was held on April 25. Mary, Amy, Nina, and Sophie attended the NHLA conference in Portsmouth on May 4.
3. Art Exhibits: We have a community quilt show on exhibit for May and June.
4. The copier – Called Porter Office Machines, the quote we received before is still being honored. The Other Store is interested in the old copier. They recently donated a freezer to us. Mary will offer it to them, AS IS.
5. The 5k race is being planned. Bibs have been ordered, it will be on the 4th of July.

G. New Business:

1. The Tamworth 250th Committee has brought the time capsule for storage in the library's Archive Room until 2066, when it can be opened at Tamworth's 300th anniversary.
2. Strategic Plan: Long-Range Plan Committee (entire Board of Trustees) met before today's meeting on May 8 at 5 pm to begin planning for a new plan. John Filson, Madison Library Trustee and Chair of the Madison Library Strategic Plan Committee, came to share advice.

John Filson, Madison Library Trustee talked about Madison Library's strategic planning process in 2014: the timeline, how the committee was formed, how the community input was collected (survey, listening session), the writing of the plan and contents of the report/plan. He felt that the process of doing the plan was most important. The mission statement was the most important piece of the final plan.

Linda Bittner shared her experiences with and described the process of the recently completed SAU 9 strategic plan, that they focused on what wasn't working and how to fix it.

3. Capital Improvement Program: Ruth Timchak of the CIP Committee would like to meet with Trustees at their June 12 meeting to review library projects to be included on the CIP. Right now, the library projects that are on the CIP are the roof for this year (\$72,000) and the carpet for 2019 (\$26,000), furnace in 2022 (\$7,000), air conditioning units in 2022 (\$10,000), and another furnace in 2023 or later (\$7,000).

Mary will check on downstairs furnace. Melissa emailed Jack to get estimated delivery of CIP documents to the library.

4. Ask Ruth about Police Advisory Committee at the June meeting.

H. 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. Raffle tickets are available, and Trustees can take some to sell if they wish. It is nice to have someone from the Friends attending these meetings. Will they supply someone to the Strategic Planning Committee in the future?
2. Building & Grounds: Steve Jacobs has done a spring cleanup of the library grounds.
3. Policy: Committee will meet on May 15 at 6 pm. Mary will send email about what too review, and what may need updates.
4. Technology: Committee met on April 26 to discuss technology purchases and upgrades for 2017. In addition to annual costs for software, webhosting, and Koha, one public laptop has been replaced, and Friends will likely fund a new projector. Funds are being held in reserve for replacement printer/scanner/fax and staff laptop and additional hours for our Tech Support contract. If at year-end these funds are not needed, we will purchase an iMac to host Adobe Creative Suite software. Mary will contact Porter Office Machines about getting a new copier by the summer. Mary will investigate options for wireless hotspots, and is considering purchasing VR goggles and 360-degree camera for a community maker project. Our library will be able to borrow State Library's 3-D printer beginning this summer. Mary went to the training recently. The Technology Inventory was also reviewed.

I. Public Comment

- J. Adjournment – A motion to adjourn was made by Linda at 7:02 pm. Seconded by Robin. APPROVED unanimously

Next Meeting:

Monday, June 12, 2017, Cook Memorial Library—6:00 PM