

COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
MINUTES - June 12, 2017 – 6:00 PM @ LIBRARY

A. The meeting was called to order at 6:02 pm. Present are: Robin Gordon, Evan Henderson, Anne Chant, Allie Thompson, Sheryl Power, Skip Nason, Linda Bittner, and Mary Cronin, librarian. Also, Steve Gray (6:16 pm)

B. A motion to approve of the minutes of May 8, 2017 regular meeting was made by Allie. Seconded by Linda, APPROVED

C. Treasurer's Report:

1. May 2017 Financial Report – A motion to accept was made by Skip. Seconded by Robin. APPROVED

2. Unanticipated funds received in May

Conscience jar donations	39.00
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Donation for copy of "My Dearest Ira"	25.00
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Total unanticipated	\$64.00
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A motion to accept the unanticipated funds was made by Evan. Seconded by Sheryl. APPROVED

D. Correspondence: Letter from Capital Improvements Committee about changes or additions for 2018-2023 plan. Ruth Timchak will be here later to discuss the CIP. Letter from Office of the Attorney General, Charitable Trusts Unit about upcoming seminars on Trust Fund Administration. We receive this each year. There is a training next week in Concord.

E. Old Business:

1. Roof project: Skip, Larry and Mary met on May 23 to go over bid from RTD Roofing, the only one received, for the amount of \$73,700.00. Skip contacted RTD with questions and asked for references, which he has checked and are favorable. Larry and Mary attended June 1 Selectmen's meeting to give an update. Decision needed: whether to award the bid to RTD, and if yes, a plan for funding the \$1,700 difference between the amount raised at town meeting and the bid amount. They are located in Madison ME. Their price is almost exactly what was budgeted for. Skip feels comfortable with this company. Skip and Larry feel that this is a solid price. RTDroofing.com is their web address. Eliminating some painting would allow the extra money for the roofing. Skip made a motion to move forward with RTD Roofing as our standing seam roof supplier for the price of \$73,700. Linda seconded. Payment terms – 1/3 deposit with balance due on completion. Skip will call them and ask them to email a contract to the library. Mary will ask to be on the Selectmen's agenda this week. The motion is APPROVED

2. Capital Improvement Program: (This item was postponed until later in the meeting.) Resumed at 7:04 pm - Ruth Timchak of the CIP Committee will attend today's 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). We replaced a furnace last year, so there will be 2 furnaces that will need replacing in that time frame. The furnace was \$7300 last year. Change the furnace numbers to \$7500 in 2022, and \$7500 in 2023. The carpet estimates were received two years ago. That number includes a buffer. That includes materials, installation, and moving of materials and shelves. The descriptions are not changing.
3. Strategic Plan: Mary sent links to publications that related to long term planning for libraries. She has hard copies that can be borrowed. Should we tag along with the police advisory committee or hold off for a while? Mary feels that it is late in the summer season and with the roof project, perhaps it is time to plant the seed with people. She recommends doing research and writing an awesome survey, doing the work this winter, and sending out the survey next summer. The Street Fair is August 5th. The last strategic plan also used town meeting to pass out a survey. A subcommittee will need to be formed to create the questions for the survey. A group of Board members should meet to form a time frame and brainstorm. Mary, Anne, Linda, Sheryl will form that initial group. Anne will schedule a meeting via email.

F. Library Director's Report:

1. Programs: Kids' programs in May included three storytimes, two Lego Club meetings, one kids' book club, and three meetings of a new 4-H maker electronics program. Adult programs in May included two book discussions, a privacy and security program by Dorian Norcross and Deborah Gold of Northway Bank, a book launch with family of Walter Staples for the book "Mostly My Maine", a New Hampshire Humanities program on New England Quilts cosponsored with Tamworth History Center, and one "Time for Peace" group meeting. In addition, our meeting rooms have been very busy with community meetings.
2. Staff: Mary's jury duty lasted a day and half. Chris attended a genealogy workshop and she continues to work on updated edition of "If Walls Could Speak." Amy and Mary met with K.A. Brett School Principal Ken Hawkins on May 9 to discuss cooperation and library services in general. Amy will visit K.A. Brett School three times this month to sign students up for the summer reading program and to promote library services to 6th, 7th and 8th graders. Re: the school - A shared catalog would be very difficult.

G. New Business:

1. Policy revisions: Section III of Cook Memorial Library policies were reviewed by Policy Committee on May 15. Draft revisions were sent to all Trustees on June 5. The following policies and related forms will be reviewed, revised if necessary, and adopted at today's meeting:

- A. Collection Development and Maintenance
- B. Genealogy & History Collection
- C. Reference Section
- D. Circulation
- E. Overdue Library Materials
- F. Interlibrary Loan (ILL)
- G. Technology
- H. Internet Access and Use

Equipment and Devices Borrower Agreement – This is NEW-for items that are worth more money.

Internet User Registration Form

Allie has a question about if there is an age limit? Parents are responsible.

Parents would be required to sign documents to borrow equipment. There may be liability issues with setting age limits on borrowing items. Perhaps add it to the Internet Use form? Borrower's Signature – or Parent/Guardian if Borrower is Under Age 18

She also has a question about 3d#2 – circulation policy - why is dvd crossed out? DVD is a video. It is redundant.

3e#5 –overdue policy - what is the definition of "hand deliver a notice" – and what is that notice – it states that you have an overdue item and it has to cite the actual law, that you have a violation.

A motion to accept the revised policies was made by Linda. Seconded by Sheryl.
APPROVED

At this point we returned to the CIP discussion.

Resumed here at 7:13 pm

2. Desk in Director's office: Mary would like to remove the large pine desk in the office. It is too large, does not fit standard office chairs, and is not designed to use with a computer. Jean Ulitz reports that Dave Edgars made the desk in the 1970s or 1980s for the library. We do not have another use for it or anywhere else to put it. Mary is seeking guidance on best way to find a new home for it. It is solidly built. Mary will find a way to offer it up to a good home.

Road Race is July 4. She will be looking for volunteers to sign people up from 7-8 am at the School. This is a nice community event. Give a call if you would like to volunteer. The timer is reserved. It will cost us \$25 or 4 memberships to the Milers.

Linda will be there. Skip and Sheryl also volunteered.

H. Committee Reports:

1. Friends of CML: Next meeting will be held July 11. Plant Sale and raffle went well. They made more than last year. More on the raffle, less on the plant sale, but more overall. Linda wants clarification on what she should share at their meeting. Their Annual meeting is coming up in September. A few of our members attend their meeting each year.
2. Building & Grounds: The motion sensor in the archive room was replaced by Lakeside Security on May 30 after it falsely tripped the burglar alarm several times overnight on May 29. Mary will check the call list to see who is on it when they come to do their service.
3. Policy: Committee met on May 15 at 6 pm; see New Business above.
4. Technology: Mary has ordered the new copier from Porter Office Machines. Old copier will go to The Other Store, and Porter will take care of moving it.

I. Public Comment

J. Adjournment - Linda made a motion to adjourn at 7:28 pm. Robin seconded.
APPROVED

Next Meeting:

Monday, July 10, 2017, Cook Memorial Library—6:00 PM