

COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
Minutes August 14, 2017

- A. The meeting was called to order at 6:03 pm by Ann Chant in the meeting room at the Cook Memorial Library. Present are: Anne Chant, Allie Thompson, Steve Gray, Evan Henderson, Skip Nason, Mary Cronin, librarian. Absent – Linda Bittner, Sheryl Power, Robin Gordon
- B. Approval of Minutes of July 10, 2017 regular meeting - Allie made a motion to approve the minutes. Evan seconded. APPROVED
- C. Treasurer's Report:
1. July 2017 Financial Report - Skip made a motion to accept the Treasurer's Report. Evan seconded. APPROVED
 2. Unanticipated funds received in July

Conscience jar donations	7.00
July 4 th 5K Race donations	2030.00
Copy/fax machine fees	83.00
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Total unanticipated	\$2120.00
- Evan made a motion to accept the unanticipated funds. Skip seconded. APPROVED
- D. Correspondence: Email from NHLTA asking Trustees to fill out Library Journal survey.
- E. Old Business:
1. None.
- F. Library Director's Report:
1. Programs: Kids' programs in July included three storytimes, each led by a different guest reader, and three Tuesday afternoon "build a better world" programs, topics included bicycle maintenance, making LED helicopters, and a live animal program with Squam Lakes Science Center sponsored by our Friends group. Adult programs included one book discussion, and two programs sponsored and presented by community organizations, a community meeting on conservation hosted by Green Mountain Conservation Group, and a book discussion hosted by Starting Point. All ages programs were two Music on the Lawn concerts, and our annual Ultimate Frisbee game coached by Jeff Landesman. The Summer Reading Program is going well, there are a number of dedicated readers participating, and everyone except one young person seems happy with the weekly popsicle prize.
 2. Outreach: Mary and Amy met with Claes Thelemarck on July 28 to plan a partnership for a Ready to Code grant that if granted, would provide funding for after school computing programs for kids. Mary contacted K.A. Brett School Principal Ken

Hawkins, Guidance Counselor Donna Ulitz and Computer Technology teacher Denise Boewe to inform them of our plans. Mary also contacted Kennett High School's MWVCTC Drafting teacher Joe Riddensdale to ask about finding tech-minded high school students interested in being paid assistants for the program.

3. Staff: Grace Wilkinson started work on July 22 as our new Library Page. Chris is working on "If Walls Could Speak" revision. We have pushed publication date into the fall, but expect to have it to the printer so we have the finished book by the beginning of November.

G. New Business:

1. USDA Community Connect grant: Mary is working to find out if Tamworth is eligible for this federal grant program for improving broadband service. Next grant cycle begins in 2018. The idea would be to partner with the town/school. Perhaps the Village Association? Tamworth Wireless? We need more information.
2. Ready to Code grant: Mary is applying for this grant this month. The program provides funding for computing programming for children and teens.
3. Review pay rate for Library Page. . Minimum wage is currently the rate. Ushers are paid \$8.00. Other libraries surveyed were between \$8 and \$9. Anne made a motion to increase the pay from \$7.50 to \$8.00 per hour for the library page. Skip seconded. APPROVED

H. Committee Reports:

1. Friends of CML: Next meeting will be held September 19. Annual meeting will be on Saturday, September 23. It includes lunch and a NH Humanities program. Mary is preparing a "wish list" to present to Friends at the annual meeting.
2. Building & Grounds: Skip and Mary met with Mike from RTD Roofing on August 2 to go over logistics. Roofing project will begin before the end of August, and is expected to take up to four weeks. Mary will begin Disaster Plan update in September for October renewal. Should we try to get quotes for exterior painting to see if we can have it done after roof is complete? It is a good idea to get quotes now, whether for this October or for next year. It should be posted in the local papers.
3. Strategic Planning: Committee met on July 26 and came up with a timeline and calendar for strategic planning activities. Please see separate report below.
4. Technology: Mary will find out what increased bandwidth/speed for library's internet connection would cost from our current provider, Spectrum. She is waiting to hear how much the cost will be.
5. Personnel: Annual staff evaluations are due to be done in September. Sheryl, Robin and Linda are on the personnel committee. Anne will contact Sheryl when she returns.

I. Public Comment

- J. Adjournment – Skip made a motion to adjourn at 6:48 pm. Evan seconded. APPROVED

Next Meeting:

Monday, September 11, 2017, Cook Memorial Library—6:00 PM

Additional information for H.3 – Strategic Planning

Cook Memorial Library

Planning Committee

July 25, 2017

Meeting Notes:

Anne Chant hosted meeting at her home, Linda Bittner, Sheryl Power, and Mary Cronin attended.

Discussion:

- How to approach strategic planning process, rethink for 21st century and make it a regular process, like technology planning or budgeting, rather than finite project that ends with a report that gets filed, and at the end of its life is relying on 5- or 10-year-old information. Include planning committee on Trustee meeting agendas each month.
- Include staff and Friends in process.
- Accept feedback at all stages.
- There are many recently published national research and reports to find out what people want from libraries, no need to reinvent. See shared folder at <https://drive.google.com/drive/folders/0B6kSwJgm35liTWWhOOXhnS3VMMm8?usp=sharing>
- In August, alert summer/seasonal residents that the library will be seeking community feedback over the winter, and ask for contact information if they want to receive messages and participate. Offer class on signing up for and using Tamworth Exchange.
- Educate community about things the library is doing, things it would like to do, things other libraries are doing before seeking input on what could be done in the future. This will hopefully result in more considered responses to an upcoming survey. Start by posting “did you know...” messages on five service area topics, one topic every other week from end of August through end of October. Post on Tamworth Exchange, library’s Facebook page, send to Ann McGarity for Tamworth column in Conway Daily Sun, post on library website, include links to messages in September and October library newsletters.
- In November and December, for distribution in January, create a document including a review of all five of the topics covered in “did you know” messages, and include a short survey. Include an online equivalent. Ask for input on document from Trustees and Friends, and interested community members. Survey questions could include something like “What would you like to

see offered at the library?” “Who will this benefit?” (could be a checklist: me, my family, local children & teens, community as a whole, other) “If you answered “more open hours” what days/times would you use the library?” “How can you help?” (could be a checklist: teach a skill, help with children’s programs, contribute to a library innovation fund, share knowledge in a presentation/workshop, keep up with library happenings and initiatives through newsletter and media, ask my organization to cooperate/collaborate with library to engage with community, other).

- Explore cost of printing and mailing, and finding funds for it if feasible.
- Include report on planning process in town report (typically goes to press in January).
- Ask for surveys to be returned by middle-end of February.
- Compile survey results and prepare a report in time to share at town and school meetings in March. Trustees and Friends will be asked to help identify priorities.
- In April, hold community visioning forum to revisit library’s vision and mission statements and update if necessary, invite feedback on new planning process and results.
- May-June Trustees will discuss and adopt (or renew) vision and mission statements
- July, start over, make changes to process as necessary.

Timeline

August-October - Educate Community

November-December - Create a document

January-February - Distribute document with return survey deadline

March - Share results at town and school meetings

April: community visioning meeting

May-June

July

Report to trustees, August 14, 2017

Share meeting notes and outline new plan for planning. List five topics to be covered in “did you know” messages.

(Draft) Did you know...

1. that your library has a variety of services for families with children?
2. that your library offers access to technology besides computers and internet?
3. that your library reaches beyond its walls by collaborating with community organizations, delivering materials to shut-ins, visiting schools, sharing resources with other libraries?
4. that your library is a center for lifelong learning, and can direct you to materials and information to help you learn a new skill?
5. that if you have an idea for a innovative program/project for this community, your library wants to hear about it and help you make it happen. List examples of ones that have happened.

(Support for literacies of all types are implicit in this list, should we use the word “literacy” or “lifelong literacy” here to reinforce that or is that obvious because we are a library?)