

**COOK MEMORIAL LIBRARY
MINUTES, BOARD OF TRUSTEES MEETING, MAY 10, 2010**

Present: Trustees Denise Boewe, Peter Case, Lloyd Hadden, Andrea Kennett, Sharon Malenfant, Ann McGarity, Nancy Sheridan; Library Director Jay Rancourt; Selectman Representative, Willie Farnum, Selectman; Public: none.

NEXT MEETING: Monday, June 14, 2010; 6 PM at the Library

Call to order: SM convened the meeting at 6:05 pm.

Approval of Draft Minutes from April 12, 2010 meeting:

DB requested that the minutes be amended include Sharon Nothnagle as present under Public.

LH made a motion to accept the minutes as amended; PC seconded; Unanimously Approved.

Treasurer's report:

PC presented the Treasurer's reports.

We made \$.64 last month on interest. PC will check with Accountant about Income for April 2010. The Treasurer's Report was accepted for filing.

PC presented unanticipated funds below; LH moved to accept the funds as amended, DB seconded; unanimously approved:

Unanticipated funds vote

\$1,000.00 Friends' donation (unrestricted)

149.35 Trust Fund income

25.00 Memorial (K. Whittemore) donation

25.00 Other unrestricted donations

52.30 Copy machine income

49.70 Library Sales

10.00 Lost books

\$1,311.35 TOTAL

Old Business:

1. Contact from new Village Store abutter- JR will follow up with the representative of the former Village Store property. Paul King has shown the lines to LH. LH will contact Paul King with further questions/concerns in regards to the property lines.

2. Tamworth Foundation conference line – Update- JR emailed George Cleveland and is awaiting a response as to the time table for this project.

3. Wi-Fi internet signal for Town House – Update - LH spoke with Brian Forcier as to the possibility of mounting Wi-Fi signal box to reach the Town House for the use during elections. This raised two concerns: 1. Mounting a fixture on the exterior of a Historical Building; LCHIP would not allow this on the original building, however, a fixture could be mounted on the newer addition on the back of the building. 2. Internet connection to the town of Tamworth village - LH expressed concerns of widening the availability of free cable village wide; if this would jeopardize our current arrangement with them. Mr. Forcier can put a single receiver on Town House both directions or he can encrypt - password protect the connection to allow only those with permission to access the wireless signal. WF asked if any other concerns. JR had two concerns; if a lot of people accessing the connection would slow all the library computers down; and jeopardizing the current arrangement with Time Warner Cable. JR will contact Time Warner Cable to find out what is allowed under our current arrangement. PC made a motion to have contact with Time Warner Cable to determine what is allowable under our current arrangement with them. AK seconded; Unanimously passed.

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Correspondence:

- 1. Mercier Group – Audit letter re: Library issues** - SM presented the following two comments;
 1. Any bills to be paid in current year must be encumbered and entered in the books in said year. Do not carry over into January of the new year.
 2. Account titles currently used are not standardized expense titles. PC will follow up with the Accountant, Mr. Jones.
- 2. NH Library Trustees – Orientation Workshops** The new Trustees workshops are scheduled for any new trustees interested in attending.
- 3. Letter/donation from Mrs. Steve Damon** - Mrs. Steve Damon bestowed generous gifts to CML. JR has thanked her but asked if the recording secretary could also acknowledge her as well. AM will send a letter of appreciation to Mrs. Damon.
- 4. CML Newsletter – May/June** - Newsletter went out via exchange and email as well as available at the circulation desk in the library. The Board noted that this is an awesome way to reach out to the community. AM recommended putting up a note/sign up for anyone wanting an emailed newsletter. JR will bring to staff.

Library Director's Report:

- 1. Monthly statistics** are up slightly over last year.
- 2. Upcoming library activities-** **Wed, May 12th, Cows & Communities: How the Lowly Bovine Has Nurtured New Hampshire Through Four Centuries, Tue, May 18th , A Century of Challenges presented by Nicole Foss; Tue, May 25th, Carroll County Transit System presentation; Sat, Jun 5th,** Monthly Book Sale in the Annex.
- 3. Friends recognition/Volunteer Luncheon** JR wants to recognize Friends on all programs sponsored by them. Breakfast for Volunteers took place last Friday, May 7, 2010, with five staff members and fifteen volunteers in attendance. In her speech, JR focused on the authenticity of our volunteers, our community being full of highly authentic people, appreciation of their volunteerism and how honored she is to work with them.
- 4. Staff meeting items/Summer staffing plan** Last month's staff meeting focused on the Volunteer Breakfast; Surveys; Possibility Music on the Lawn series again this year - This month's staff meeting focused on procedures and summer staffing; and next computer purchase. Friends purchased a contract for films to be shown at the Library so JR would like to offer on periodic Mondays, a film series this summer. Staff shared results of the survey and comments.
- 5. Copy machine usage** New copier usage is up dramatically over the past quarter of 2010. In the 3rd quarter of 2009(when copier was purchased), **3693** copies were made, and 2009 4th quarter **2227** copies were made. In comparison, 2010 1st quarter , **9867** copies were made. JR will monitor to see if this is a trend in increasing usage of the copier.
- 6. Tamworth Fire Dept. – AED battery packs** were paid by the Tamworth Foundation for the AED and installed in May 2010. Batteries need to be changed every two years. AM asked if a training should be conducted and JR will contact Steve Gray. Currently, all staff have been trained on the AED. CML will need to fund the next battery change in two years. JR monitors the device regularly and will notify when the battery pack will need to be replaced. JR will send thank you to the Tamworth Foundation for their generosity.
- 7. Remick Farm** will be featuring Diary of a Tamworth Boy, S. James Mills Kingsbury, as a special feature in their summer exhibit, The Art of Homesteading: Building A Community. It will be a thread that follows the 1849-1852 diary of S. James Mills Kingsbury throughout the annual farm cycle.

Committee reports:

Long Range Planning (SM): met on April 29th went over the surveys, the summary and the specific information. At the final meeting they will look at survey results/goals. The community responded very well to the survey. The majority of the people who participated were regular users of the library. We will look in the future for other ways to reach non users. Respondents were asked to identify three major strengths; the highest being the staff and services. The rating needing improvement focused with

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creating an outdoors area and increasing the library hours. A complete summary and detail packet was shared with the Board of Trustees. Finalization of the plan will be completed on May 20, 2010 at 6:00 pm (all are encouraged to attend) and brought to the board at the June 2010 meeting for approval.

AM asked if there was anything unexpected public computer usage ranked lower than expected; no fees no fines is very important. In the top three strengths were; staff (25% of respondents), location/facilities and the quality of collections. Twenty percent of the users of the Library responded; seventy-five paper surveys and fifty-five surveys completed on line. JR would like to include demographics in the next survey.

Building & Grounds (LH): Lawn is fertilized and limed; the lawn wintered over well. Painting is complete. JR and LH have started the yearly inspection process. CML is receiving another \$39.00 from LCHIP.

Technology (LH): JR will be purchase the second computer. Three computers were budgeted to be purchased this year.

Policy (NS): NS will type up and e-mail out the 2010 slate of officers and committee members. LH moved that the description of committee functions to be added to Section. I Part D Officers, Delegates and Committees. PC seconded; unanimously approved. Policy Committee will hold a June meeting.

Friends (AM): AM updated the board with the minutes from the last Friends of the Library meeting, including a Literacy Group in Maine interested in buying books from book annex; programming and children's book budget of one thousand dollars; WF spoke to JR on spend down capital reserve funds; Henney Foundation to publish map for cemetery; still books available of Diary of a Tamworth Boy; Friends hosting a contest to design new book bags; book sales are good; through Powell's book store online, Friends sold \$45.00 in one hour from The Annex; Altrusa and Friends are having a perennial plant sale on June 5, 2010; and the next meeting is May 12, 2010.

New Business:

JR has sent in dues for Trustees NH Library Trustees Association.

Public Comment:

WF is the Selectman's Representative to the CML Board of Trustees. The Board warmly welcomes WF. WF announced that the town is expanding parking by adding a gravel parking lot to the upper section behind the town offices.

Adjournment: PC made a motion to adjourn the meeting, NS seconded, passed unanimously. Meeting adjourned at 7:21 pm.

Respectfully submitted,
Denise M. Boewe, Recording Secretary

<p>Next meeting: Monday, June 14, 2010 at 6 PM at the Library. At this meeting, a vote will be taken to accept new unanticipated funds. All Board of Trustees meetings are open to the public.</p>
