

COOK MEMORIAL LIBRARY
MINUTES, BOARD OF TRUSTEES MEETING OCTOBER 4, 2010

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

NEXT MEETING: Monday, November 8, 2010; 6:00 PM at the Library

Call to order: SM convened the meeting at 7:01 pm.

Approval of Draft Minutes of September 13th, 2010 meeting:

LH made a motion to accept the minutes as submitted; PC seconded; Motion passed unanimously.

Treasurer's Report – Peter

September 2010 Financial Report - The Treasurer's Report was accepted for filing.

No unanticipated funds vote this month

Budget 2011 – Approval of budget for submission to town by 10/11/10 - The Budget Committee completed the draft with the final budget to be submitted to the Town by October 8, 2010.

Old Business

1. Meeting with Selectmen re 2011 Budget - A date will be scheduled with the BOS sometime within the next month or so.
2. Friends of CML Library NHLTA Award - Our Friends won the award and the nominating letter, written by the Board of Trustees to show our deep appreciation for what the Friends do for our library was read by Ann McGarity at the Friends Annual Meeting. The next scheduled Friends meeting is on November 10, 2010 at 7pm. JR will look into the possibility to have the presentation by NHLTA representative Conrad Moses at this meeting.
3. Small claims filing - LH has received the information on the process of filing and associated fees. LH will continue to follow up.

E. Library Director's Report – Jay

1. Staff evaluations are in process.
2. 2011 calendars are in and ready to sell.
3. JR will have the statistics at next meeting.
4. Programs - Dick Fortin will present a logging program this week and on Wednesday, there will be a literacy program presented by the TCNA. AM mentioned that the OASIS literacy meeting will be held at 3:00 pm on Wednesday.

F. Committee Reports:

1. **Long-Range Planning – Discussion of draft plan/Sharon**
SM presented the Long Range Planning Draft. People have the month of October to peruse and comment, with the final voted slated for the next scheduled meeting. SM explained the process of compiling the information, using SWOT analysis to identify goals; SM presented proposed goals individually and the proposed methods to be implemented. If anyone has any comments, suggestions etc. please contact JR prior to the November meeting.
2. **Personnel – DB** will be meeting in October to compile and distribute director evaluation forms to BOT and staff.
3. **Building & Grounds – Lloyd -**
 1. LH reported that there was a puddle on the floor in the Friends Annex on Friday. LH will investigate and follow up.
 2. LH is investigating a class action suit being filed against the water company and will present any findings at the next meeting.
4. **Technology – Lloyd** JR purchased new laptop in the past month as a float between the public and staff. JR purchased a slip printer to print out receipts to help reduce the number of losses and overdue materials.

G. New Business

1. BOT to write a letter to neighbor for watering our lawns by pumping from the river. AK brought hoses and RH set up a pumping system to pump water from the river.
2. BOT to send thank you for volunteers who took care of the plants out front this year.
3. www.whitemountainhistory.org has posted some of CML information on their website.

COOK MEMORIAL LIBRARY

MINUTES, BOARD OF TRUSTEES MEETING OCTOBER 4, 2010

4. The NH State Library has a sizable grant to fund a NH History Project. Letters and surveys are being sent to libraries to delineate collections to be eventually shared on the NH State Library on NH History.
5. PC moved that we provide each of the staff members a holiday bonus of a one week's salary this year and annually. This would cost approximately fifteen hundred dollars (\$1,500.00) for just this year. LH seconded. JR reported that there are enough monies in the budget for this year. JR recommended this and it would be for seven employees. There are Steve Damon monies carried over from 2009 that could be used. LH made a motion to amend the original motion to read that the funds for the holiday bonus will be funded by the Steve Damon fund and just for the 2010 year. SM seconded. Amendment passed unanimously. PC moved SM seconded that we provide each of the staff members a holiday bonus of one week's salary and that the funds for the holiday bonus will be funded by the Steve Damon fund and just for the 2010 year. SM seconded; motion passed.

H. Public Comment - none

I. Adjournment

Adjournment: DB made a motion to adjourn the meeting, LH seconded; unanimously passed. Meeting adjourned at 8:11 pm.

Respectfully submitted,
Denise M. Boewe, Recording Secretary

**Next meeting: Monday, November 8, 2010 at 6:00 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.**