

**COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING**  
**November 13, 2017 – 5:00 PM @ LIBRARY**

The meeting was called to order at 5:09 pm by Anne Chant. Present are: Anne Chant, Linda Bittner, Steve Gray, Sheryl Power, Evan Henderson, Skip Nason and Mary Cronin, librarian. Absent – Allie Thompson, Robin Gordon

Skip made a motion to approve the minutes of the October 2, 2017 regular meeting as written, Evan seconded. APPROVED

Treasurer's Report:

1. October 2017 Financial Report - Linda made a motion to accept, Skip seconded, APPROVED
2. Unanticipated funds received
  - a. Conscience jar donations 12.00
  - b. Copy/fax machine fees 102.50
  - c. Lost item Fees 20.00
  - d. Grant – The Tamworth Foundation 250.00

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Total unanticipated \$384.50

Skip made a motion to accept the unanticipated funds, Linda seconded.  
APPROVED

Correspondence: None

Old Business:

2018 Library Budget: Library Trustees met for a work session on October 30, 2017 at 5:00 p.m. to review 2018 Budget. A 2018 Budget with total of \$171,106.00 was submitted to Town Administrator Darlene McWhirter on October 31, 2017. This budget reflected updated amounts for health care, pension, and electric. Mary Cronin informed the Town Administrator that if an updated estimated cost for exterior painting is received, the budget bottom line may change to reflect that new figure. The time and date for Library Trustees to present budget to Advisory Budget Committee is unknown at this time.

Library Director's Report:

1. Programs: Kids' programs in October included five storytimes, two meetings of Lego Club, one "Bibliomaniacs" reading club for kids ages 10 and up, and "Trick or Treat at the library" on Halloween. Adult programs included two book discussions, the first meeting of monthly "Practical Wisdom" discussions, a presentation by John Cleveland on his work on the Boston Green Ribbon Commission, a book reading by local author Olga Morrill, a NH Humanities program "Songs of Emigration", and "Ask a Muslim Anything" by Robert Azzi, which was funded by a grant from the Tamworth Foundation.

2. Staff: Library staff met on Thursday, October 12 for a staff project/conversation day. They made calendars to present to volunteers at the Volunteer Appreciation breakfast on October 20 and discussed how to improve library procedures and discussed best practices for public service over a lunch provided by Trustees.
3. Outreach: Mary Cronin will take part in a panel discussion at a public meeting that UNH's New Hampshire Broadband Mapping & Planning program has organized in North Conway on November 15. Topic will be access to and use of broadband in the Conway/Northeast region of NH. Mary will talk about libraries' role in providing broadband access to their communities.

#### New Business:

1. Bid opening for exterior painting – Will need to pay for an estimate because this person will not have time to do the job next year.
2. Kendrick donation: Marge Kendrick donated a number of paintings to the Cook Memorial Library prior to her recent move out of state. An itemized list, including photographs, is appended to the Letter of Agreement for Donated Materials. Mrs. Kendrick has signed the agreement and has a copy. The original document should be signed by Library Trustee Chair Anne Chant before filing. The paintings are currently on exhibit at the library through the end of December. An autograph book is available at the desk for people to write a note to Marge Kendrick; the book will be sent to her at the end of the year. A plan for how the library will use the paintings after the exhibit will need to be developed.
3. Warrant Article for Library to retain monies received from income-generating equipment (copier, fax, etc.) in accordance with RSA 202-A:11-a should be included in 2018 Town Ballot. This was included on the Town Warrant in 1992, when the article was passed over, and therefore, never adopted. RSA 202-A:11-b gives the procedure for how to present this question to voters; find full article at <http://gencourt.state.nh.us/rsa/html/XVI/202-A/202-A-11-b.htm>

#### Committee Reports:

1. Friends of CML: Next meeting will be held November 14. Linda will not be there. The meeting time has been changed to 5:30 pm.
2. Building & Grounds: Selectman Steve Gray arranged for town properties to join a municipal electric contract organized by Lakes Region Planning Commission. The library is included in the contract, and will benefit with a lower rate. Electric line item in 2018 budget was adjusted accordingly before it was sent to Town Administrator. Building consultant Larry Nickerson provided a ballpark cost of \$2,100 for contracting for labor and materials for building a catwalk in the attic to provide safer access to HVAC, lights, and clock. 2018 Budget may need to be adjusted to reflect this cost. This is a necessity. Eastern Oil and Propane has refused to service the burners due to this safety issue.
3. Strategic Planning: Next committee meeting will be on Monday, November 27 to discuss next steps. It will be held at 5 pm at the Library.
4. Technology: Apple iMac computer has been ordered and should be delivered soon.

5. Personnel: Committee met with Mary Cronin on November 13 at 4:00 pm to discuss annual Director's evaluation. They spoke about revamping the evaluations, as they are outdated. There are workshops on this. The Board received copies of Mary's goals.

Public Comment – The Library Open House is the second Tuesday in December, which is the 12<sup>th</sup>, at 6 pm. There will be a dinner, then the Potluck Singers, a story, or the children from the school chorus will sing.

Skip ade a motion to adjourn at 6:08 pm, Evan seconded. The meeting was adjourned.

Next Meeting:

Monday, December 11, 2017, Cook Memorial Library—5:00 PM

Respectfully submitted,  
Melissa Donaldson  
Recording Secretary