

**COOK MEMORIAL LIBRARY  
MINUTES, BOARD OF TRUSTEES MEETING, Feb 9, 2010**

*Present: Trustees; Peter Case, Lloyd Hadden, Sarah Tatarczuk, Sharon Malenfant, Ann McGarity, and Nancy Sheridan. Library Director Jay Rancourt*

**NEXT MEETING: Monday, March 9, 2010; 6 PM at the Library**

**Call to order:** SM convened the meeting at 6:03 pm

**Minutes from January 11<sup>th</sup> meeting:** Reviewed and accepted as presented.

**Public Comment – Guest Willie Farnum** The Energy Commission and Light Tech have been assessing the town buildings for possible reductions of energy consumption. Willie is applying for two Energy Efficiency & Conservation Block Grants (monies come from American Recovery & Reinvestment Act) for both lighting and heating. He anticipates the library saving 13,360 KWs or \$2041 each year (nearly a 50% reduction of electricity costs) after the changes are made. The grant for lighting will provide 50% of the cost for the changes to lighting and switching, and Public Service of NH the other 50%, with no expenditure by the library. Tamworth may not get the heating grant, because Tamworth's dollar savings may not be high enough to qualify. Also no 50% kick-in by PSNH. The board unanimously approved of this effort by the selectmen to reduce the library's energy consumption.

**Treasurer's Report - Peter**

December 2009/Year End Financial Report – Accepted

January 2010 Financial Report - Accepted

Town audit: Feb. 11-12 and 16-17: Jay will handle

Unanticipated funds vote: Voted to accept

\$ 1,450.00	Memorial donations: Katherine Whittemore
\$ 2,820.00	Friends Donation
\$ 90.00	Unrestricted Donations
\$ 20.00	Library Sales
<u>\$ 10.00</u>	Copy Machine
<b>\$4,390.00</b>	<b>TOTAL</b>

**Old Business**

1. Library Director Health Insurance Coverage – The Selectmen voted to grandfather Jay's coverage. The town is switching to Harvard Pilgrim through Primex on 7/1/10 for a cost savings
2. BOS Public Hearing on Budget – Thursday, Feb. 11, 5pm, Town Offices: Sharon and Jay will attend.
3. Library Annual Report for Town Report – completed and submitted by Jay
4. Trustee vacancies for March election – Andrea Kennett, Lloyd and Sharon have all filed
5. Library Director access levels for Quick Books. Jay and Bill meet and confer once every two weeks which helps
6. Trustee/Committee List: Nancy will update with changes

**Correspondence:** Thank you note from staff for Xmas gifts

**Library Director's Report - Jay**

1. Library monthly statistics: Comp stats show that 2009's 3 busy summer months of June, Jul & Aug show a 2.7% increase in circulation and a 25% increase in attendance. Sharon pointed out that in 2000, internet use was 846 & in 2009 was 4,382, a 500+% increase. Wireless, installed in 2006, also increases dramatically every year.
2. Upcoming library activities: Tim Muscat on climbing 4000 footers in the whites and a book discussion on Voices of the world's women.
3. Amy Carter – condolence gift of a massage by Jenn. Contributions go to Jay.
4. Staff tech training update: The staff is filling out a checklist of tech competencies on which trainings will be based. Bobbi Slossar (NHSL) will do a training on April 5<sup>th</sup>.
5. Library website – positive comments on new theme and functionality
6. PR opportunity – The Mountain Ear will publish an article on the library in late February

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7. Carroll County Coop Report: Ebsco Webinar – malfunctioning tech equipment was frustrating, but it increased my wish to promote the vast array of information available through EBSCO. The service is underused by both patrons and staff.

8. One Book One Valley Update: 2009 was just as well-attended as 2008. Jay did not attend after all.

**Committee Reports:**

1. Long Range Planning - Sharon Well-run and productive meetings on Jan 21 & Feb 3rd. Please choose top 3 SWOTs and take the online survey.

2. Building & Grounds – Lloyd - Everything fine, town plows the sidewalks

3. Policy – Nancy. Reviewed, made a few small changes and adopted the following policies: 1A Board of Trustees, 1B Policy Revision, 1D1 Membership, 1D2 Officers, Delegates & Committees, 1D3 Meetings, 1D4 Duties of Officers, 4C9 Supervision of Lower Level, Tech Services Librarian job description

4. Technology – Lloyd Dell computer purchased for \$526 to replace refurbished circ desk computer.

5. Friends – Ann passed out treasurer's report. Reported that most of the FOCML mtg centered on the Cabin Fever Book & Bake Sale.

**New Business:**

1. Discussion: Website links, policy needed? Next policy Com. Mtg will consider a policy for links on library website.

2. Town election and meeting dates? March board meeting on Mar 9th, voting on March 10<sup>th</sup> and Town Meeting on March 11th

**Adjournment at 7:45 p.m.**

Respectfully submitted by Jay Rancourt

<p><b>Next meeting: Monday, March 9, 2010 at 6 PM at the Library.</b> <b>At this meeting, a vote will be taken to accept new unanticipated funds.</b> <b>All Board of Trustees meetings are open to the public.</b></p>
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