

**COOK MEMORIAL LIBRARY  
MINUTES, BOARD OF TRUSTEES MEETING, MARCH 8, 2010**

*Present: Trustees Denise Boewe, Peter Case, Sharon Malenfant, Lloyd Hadden and Nancy Sheridan. Absent: Ann McGarity; Sarah Tatarczuk; Library Director Jay Rancourt; Public: none.*

**NEXT MEETING: Monday, April 12, 2010; 6 PM at the Library**

**Call to order:** SM convened the meeting at 6:12 pm.

**Approval of Draft Minutes from February 9, 2010 meeting:**

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

**Treasurer's report:**

PC presented the Treasurer's reports. Of note is a new expense line that the Auditor has included in the report. LH noted that Security Services are listed twice under expenses; JR will consult with Accountant to modify. The Treasurer's Report was accepted for filing.

Library trust funds – 2009 earned interest: JR reported that the interest earned for 2009 came to \$149.35; down from the \$1200.00 budgeted and down about \$1000.00 from the interest earned for 2008.

PC presented unanticipated funds below;

Unanticipated funds vote:

\$500	Memorial donations: Katherine Whittemore
\$100	Restricted donations
\$ 21	Unrestricted donations
\$ 55	Copy machine
\$ 52	Library Sales
\$ 61	Lost books

**\$789 TOTAL**

PC moved to accept the funds as amended, LH seconded; unanimously approved.

**Old Business:**

1. Town Audit: JR met with the Auditor four days in February for the Annual Audit; all went well.
2. Town Elections; Town Meeting: Town elections will be held tomorrow, Tuesday, March 9, 2010 at the Tamworth Town House. Andrea Kennett, Lloyd Hadden and Sharon Malenfant have filed. Town Meeting will be held Wednesday, March 10, 2010 at the K.A. Brett School.

**Correspondence:**

1. N.H. State Library Annual Report has been received and completed.
2. Steve Gray of the Capital Improvements Committee sent a note of appreciation for CML response to their request for information.
3. Staff Member PG sent a note of thanks for the staff gifts during the holidays.
4. The NH Library Trustees Association sent an announcement of their Spring Annual meeting to be held in Portsmouth. SM has information for anyone upon request.
5. Staff sent a note of thanks to LH for weatherizing the building for winter.

**Library Director's Report:**

1. Library monthly statistics and online traffic report: Stats numbers are down for the month of February.
2. Upcoming library activities/community outreach: The Big Read will take place in the month of March; RATs will be March 29, 2010; a new category on the newsletter is Technology Corner and offers tips and information on the technology tools in the library and on the

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website; Tim Muskat will host an interactive workshop on April 14, 2010; and featured artist for March and April is Mary Jane Beattie.

3. Summer Staffing: Summer staffing hours will be the same as they were last year. A seasonal person will be hired to help staff those summer hours.
4. USDA Rural Development Grants for NH/VT Libraries: Both N.H. and VT states will be receiving monies to distribute to libraries. JR is researching the submission process.
5. Henney Historical Fund Grant: JR has applied for \$315.38 in grant monies to offset the initial printing costs for 250 Tamworth Cemetery Maps being made available for sale to the public. These maps are a result of a project mapping all the cemeteries, both private and public, in the town of Tamworth. Maps of the public cemeteries will be made available for sale with proceeds to benefit CML.

**Committee reports:**

**Long Range Planning (SM):** The LRP Committee met and completed a survey for patrons and non-patrons using the SWOT method. Committee members identified areas of concern and have created a survey that is online and available. JR is completing a printed version for those unable to complete the online survey. Surveys are due back by April 1, 2010. The LRP Committee will meet on April 22, 2010 to compile results.

**Building & Grounds (LH):**

--LH is developing a new program that will train volunteers to assist in monitoring building and maintenance concerns.

**Technology (LH):**

--A new computer was purchased last month.

**Policy (NS):**

--None

**Friends (AM):**

--None

**New Business:**

1. New Trustee materials/tour: JR will prepare new trustee materials/tour for the new trustee elect.
2. Library Abutter: The building has been sold and the new owners are planning to open a new business in the building. JR will contact the new abutters and request a presentation at a future Board of Library Trustees meeting with their proposed plans. JR will also offer CML as a place for them to present to the public the plans of their company.
3. JR will write a letter of appreciation from the staff to Sarah Tatarczuk for filling in a vacated position and completing the term. SM will write a letter of appreciation on behalf of the Board of Trustees.
4. Nominating Committee Activation: LH and NS will meet and present at the next board meeting nominees for the 2010 Committees.
5. PC made a motion to amend Section II D. Conditions of Employment policy to include: 5. If an employee is scheduled to work on a day that the library closes due to inclement weather, the employee will be paid for those hours. NS seconded; passed unanimously.

**Public Comment:** none

**Adjournment:** PC made a motion to adjourn the meeting, DB seconded, passed unanimously. Meeting adjourned at 7:16pm.

Respectfully submitted,  
Denise M. Boewe, Acting Recording Secretary

<p><b>Next meeting: Monday, April 12 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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