

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

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

NEXT MEETING: Monday, September 13, 2010; 6 PM at the Library

Call to order: SM convened the meeting at 6:04 pm.

Approval of Draft Minutes from July 12, 2010 meeting:

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

Treasurer's report:

PC presented the Treasurer's Reports. PC noted that the Annual Budget has a carry-over of \$3602.00 Reports accepted as read concerns to be addressed during the month with JR. The Treasurer's Report was accepted for filing.

PC presented unanticipated funds below;

Unanticipated funds vote:	
\$205.00	Donations for Fromm art fund
\$25.00	Unrestricted donations
\$62.00	Copy machine
\$33.00	Library Sales
\$63.00	Lost Books
\$75.00	<u>Special Programs with grants</u>
\$463.00	Total

NS moved to accept the unanticipated funds, AK seconded; unanimously approved.

Old Business:

1. Property boundary lines update – LH reported that a surveyor will survey the boundary lines for the CML due to The Village Store's most recent boundary line markings. He will contact Robin McDowell, as well so that she may wish to be in attendance.
2. Security system/company update – LH reported that CML lost its security company. CML had two estimates to provide services. Lakeside Security Services was awarded the contract. Two emergency lights need to be replaced and a few sidewalk bricks need to be repaired; to complete the inspection from TFD.

Correspondence:

1. Steve Gray, of the Capital Improvement Committee, has requested to meet before 8/26/10.

Library Director's Report: SM reviewed the Library Director's Report in JR's absence.

1. Monthly statistics review - Circulation was down again last month. Children's program attendance is down but it is noted that the K.A. Brett School population is down as well.
2. New outdoor chairs - The three new outdoor chairs are a big hit and they are quite often in use.
3. Tamworth Capital Improvement Program - Steve Gray of the Capital Improvement Program has sent a letter requesting a meeting sometime this month to go over any future CML capital improvement projects.
4. Summer staffing update - all is going well with adequate coverage enabling staff to be able to take time off.
5. Wireless router upgraded in July - At the beginning of July the wireless router was not working properly. Staff downloaded an update and all is working well once again.

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6. Programs – The ping pong tournament is very popular with attendance at 48. The Sam'l Newson exhibit has been extended into August and there will be another discussion on his life and work on August 20, 2010 at 3:00 pm.

7. Upcoming Events - The summer reading program will host an ice cream social and frisbee party on the back lawn on Saturday, August 14th from 3 -5 pm. JR has signed up for a three day NELA conference in October to be held in Boxborough, MA.

Committee reports:

Long Range Planning (SM): Report is tabled until next month.

Building & Grounds (LH): See above under old business.

Technology (LH): The wireless router was updated.

Policy (NS): The Policy Committee (NS,AM,) and JR will meet tomorrow, August 10, 2010 and will review all policies up for renewal through June 2011.

Friends (AM): AM reported on the Friends' meeting held on July 14, 2010. The Annual Appeal Letter has been mailed out; new officers have been elected for 2010 - 2011; the Plant Sale in conjunction with Altrusa was a wonderful success and they hope to do this again next year; the calendars are ready for sale. AM will send letters of thanks to outgoing officers to acknowledge our appreciation of their hard work and devotion to CML. The Friends Annual Meeting is scheduled for Saturday, September 25, 2010. The next regular meeting of the Friends will be September 8, 2010.

New Business: none

Public Comment: WF requested that a date be scheduled to go over any Capital Improvements costing over five thousand dollars and will last at a minimum five years, and to fill out a form for 2010 out sixteen years. The Capital Improvements Committee are meeting on the August 26, 2010 and then will schedule a public meeting. A meeting is scheduled for August 18, 2010 with SM, LH and JR attending.

WF reported that the Board of Selectmen cited concerns of the security of the outdoor chairs. WF explained the rationale and decision of the Library Trustees not to chain the chairs.

WF met with a citizen that felt that correspondence in regards to the gift policy from the library was "irksome". SM will follow up with JR to research this concern.

I. Executive (Non-Public) Session RSA 91-A3:II(a)

Upon motion by NS and seconded by PC, with unanimous vote, CML Board of Trustees adjourned to Non-Public Session under RSA 91-A3:II(a).

Non-Public Session adjourned at 7:58 pm and BOT reconvened.

DB made a motion to rescind the motion from the July 12, 2010 meeting "that we use any excess in the line item Health Insurance and apply that excess to cover the second person on the Library Director's Health Insurance Policy for the remainder of the current budget year." PC seconded; unanimously passed.

Adjournment: PC made a motion to adjourn the meeting, LH seconded; unanimously passed. Meeting adjourned at 8:01 pm.

Respectfully submitted,
Denise M. Boewe, Recording Secretary

<p>Next meeting: Monday, September 13, 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>
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