

COOK MEMORIAL LIBRARY
MINUTES, BOARD OF TRUSTEES MEETING SEPTEMBER 13, 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, October 4, 2010 at 7:00 PM at the Library

Call to order: SM convened the meeting at 6:06 pm. SM made a motion to amend the agenda to include item "Approval of the Non Public Session Minutes", DB seconded; unanimously approved.

Approval of Draft Minutes of August 9, 2010 Non Public Session meeting:

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

Approval of Draft Minutes of August 9, 2010 meeting:

PC made a motion to accept the minutes as submitted; AK seconded; 5 in favor, 0 in opposition, 1 abstained.

Treasurer's report: PC presented the August 2010 Treasurer's Reports.

SM recommended that the accounting of restricted funds by name and restrictions be compiled to assist in budget planning. JR will compile and present to budget committee.

The Treasurer's Report was accepted for filing.

PC presented unanticipated funds below;

Unanticipated funds vote:

\$ 75.00	Donations for Fromm art fund
\$ 25.00	Unrestricted donations
\$ 61.00	Copy machine
\$146.00	Library Sales
\$ 39.00	Lost Books
\$ 25.00	Reimbursement for a Juvenile Program from Judy Pancoast
\$371.00	TOTAL

PC moved to accept the funds, DB seconded; unanimously approved.

D. Old Business

1. Library health insurance benefits policy (Section III(E)) - SM presented to the BOT the proposed amendment to Policy Section III(E) Benefits section by the Policy Committee. SM made a motion and PC seconded to amend current policy under Section III(E) Benefits to read as follows:

Section III(E) Benefits

The Library Director is eligible for health insurance benefits through the town, and the library pays 100% of the single coverage cost. If the employee enrolls in a two-person or family plan, the employee is responsible for paying the difference between the single coverage Rate and the two-person or family rate. No other library employment position is eligible for health insurance benefits. This benefit is subject to change with 30 days notice.

Motion was unanimously approved.

2. Disaster Plan - The Disaster plan is complete and was distributed to Trustees.

E. Correspondence

1. Town Office request for 2011 Budget by October 1 - JR read a letter from the BOS requesting attendance at a 2011 budgeting work session. The BOS office requested that the 2011 budget be submitted to their office by October 1, 2010. PC moved to change the October 2010 monthly meeting to Monday, October 4, 2010 at 7:00 pm and the Budget Committee will meet at 6:00 pm on Monday, October 4, 2010. AK seconded. The budget committee will meet one hour prior to the monthly meeting. The BOT will be able to submit a draft 2010 budget to the BOS and meet with the BOS later in that week. Motion unanimously approved.

2. The CML received a Certificate of Appreciation from Pennies for Peace Foundation in appreciation of the monies collected and sent to them in the amount of eighty-five dollars (\$85.00). Pennies for Peace Foundation builds schools for girls in Afghanistan and Pakistan.

F. Library Director's Report – Jay

1. Tamworth Capital Improvement Program - CML has submitted to the CIP committee a Library Systems CI plan for future maintenance projections. The list does not include projected costs as CML is waiting for quotes and will update as soon as projected costs are in.

2. Summer staffing - CML had a great summer and the summer Page was wonderful; Computer use and programming updates can be accessed by going to the CML library website; Upcoming events of note for September and October: wool and sheep are the themes this month. Wendy Ketchum and NH Humanities Council underwrote the program of Steven Taylor to speak on the great sheep boom in N.H. on the September 29th. On

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October 2, 2010 CML will hold a Fiber Arts day with several demos and lessons; One Book One Valley program book is "Go With Me". On October 13, 2010 Dick Fortin will give a talk on logging in N.H.; October 26, 2010 there will be a historic Tamworth photographs presentation; Wendy Ketchum's paintings and photographs are on display this month.

3. Public feedback from summer patrons - Staff commented on the wonderful support and appreciation received by summer people and their guests that visit during the summer months. They have commented that they feel very welcomed by the staff and on occasion donate food and cash donations to help the staff and CML.

G. Committee Reports:

1. **Long-Range Planning (SM)** - No report this month.

2. **Building & Grounds (LH)** -

a. The B&G Committee has all paperwork needed on the boundaries. Mr. King has offered to donate his time and assistance to survey and verify the boundaries.

b. Security - Tamworth Security did not fulfill its contract in providing a year of Rapid Response monitoring systems. LH moved to file a small claims action suit against Tamworth Security for breach of contract. PC seconded. Discussion: CML paid Tamworth Security fees to include one year of service from Rapid Response Monitoring Systems as part of the services to be provided by Tamworth Security. Tamworth Security did not pay Rapid Response Monitoring Systems for this service and as such CML received only four out of the twelve months of service. DB moved to amend the motion to start proceedings to file a small claims action suit against Tamworth Security for breach of contract. PC seconded; motion to amend passed unanimously. PC moved to start proceedings to file a small claims action suit against Tamworth Security for breach of contract. AK seconded; passed unanimously.

3. **Technology (LH)** - JR reported that she will be purchasing another ten hours of technical support and CML has one computer to buy before the end of the current fiscal year. Beginning with the 2011 budget, a new expense category under Information Technology; Accessories for cables and other necessary accessories will be created.

4. **Friends (AM)** - Friends met on September 8, 2010. The Appeals Letter has gone out; the Calendar Fundraiser will be ready soon. Two hundred (200) calendars have been ordered and will sell for twelve dollars (\$12.00) per calendar; Newly elected President LL has stepped down; the Annual Meeting will be held on September 25, 2010 and food will be provided.

H. New Business

1. Personnel Committee - The Personnel Committee will begin to compile evaluation forms to distribute.

2. Budget Committee - Meeting date has been set for October 4, 2010 at 6:00 pm at CML to compile and present the 2011 Budget regular meeting to be held immediately after the budget meeting scheduled for October 4, 2010 at 7:00 pm.

I. Public Comment - WF gave a big thank you for CML being here and also thanked the BOT for working to prepare the budget in a timely fashion to help facilitate the Town of Tamworth budgeting process. WF suggested that the CI includes expending monies to make the heating systems more efficient.

Adjournment: DB made a motion to adjourn the meeting, LH seconded; unanimously passed. Meeting adjourned at 7:24 pm.

Respectfully submitted,
Denise M. Boewe, Recording Secretary

<p>Next meeting: Monday, October 4, 2010 at 7:00 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.</p>
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