

COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
MINUTES FOR DECEMBER 13, 2010 – 6:00PM @ LIBRARY

A. Call to order – Called to order at 6:11. Present: SM, LH, PC, JR, and NS. AK, DB and AM excused. WF present from BOS

B. Approval of Draft Minutes of November 8, 2010
Clarification of who is doing chair repair (Dreamworks), question regarding paying bills on time was clarified. No changes or corrections. Moved to accept by PC seconded by LH.

C. Treasurer's Report –

1. November 2010 Financial Report
2. Unanticipated funds vote this month:

\$100.00	Donation for Ulitz Memorial Fund principal from Jean Ulitz
\$ 1.00	Copy machine
\$ 32.00	Library Sales
\$ 16.00	Lost Books
<u>\$132.31</u>	<u>Reimbursement from Chocorua Library for shared order</u>
\$281.41	Total

Moved to accept PC, seconded by SM. **Discussion: Strike the \$132.31 \$149.00. All in favor.**

Discussion: shared order for CD's with Choc lib for a lower cost.

Discussion of Oct financial report check line item p. 5 to be under repair and maintenance/ misc repairs (currently under security services other). Needs to be reallocated to misc. repairs for both Oct and Nov reports. Accepted as filed.

Discussion of Nov financial report.

Jay will schedule floor cleaning.

Trust fund income is very low due to changes in banking regulations.

There is still money for the chair repair and Jay will buy a couple of computer chairs as well.

Pg. 3, finance charges due to some late fees due to chain of command. The system needs to be tightened up to avoid this in the future. The Board sees this is as a cost we assume. Jay did go to the bank and got forms to address this issue. SM, PC and DB have to sign to allow JR to pay some of the bills on line to rectify the problem of timing.

Program budget: the Friends' supported all of this programming and the programs are very successful.

Library page: we increased her time by one hour.

Accepted as filed.

D. Old Business

1. Nov. Budget Meeting with Selectmen
Next step is a public hearing in January. Our bottom line increased due to increase in health insurance. WF will check on this.
2. Capital Improvement Plan – Final version now available on line. There were no changes to our CIP after Nov. meeting. Discussion of capital reserve for whole town due to individual department CIP's. Carpeting, roof re-shingling etc. are all addressed based on life expectancy of each item.
3. Friends of CML NHLTA Award Ceremony. JR put press releases out for lots of coverage locally and in state library publication.
4. Damon Memorial Funds for Staff Appreciation Holiday Bonus. Staff will receive their appreciation funds tomorrow.
5. Holiday Open House. Wonderful evening. There was a big turnout. A special thanks to

AK for doing so much to help out and the staff for putting together the kids programming and thank you to JR for having Andy Davis as story teller for the event.

E. Library Director's Report – Jay

1. Director's Annual Goals
Jay is still working on her goals and will send to us via email for the January meeting. Jay met with the personnel committee (AK and SM, DB was unable to attend). Stats are up a lot for the last month.
2. Health and safety training
Did not happen this morning due to inclement weather. It will be rescheduled in January. Training on CPR, de-fib machine and blood-borne pathogens. Jay will invite staff.
3. Cemetery Project – Henney Trust
Jay wrote to request a small amount toward the cemetery project to print the map so we can sell them. She has not heard back yet.
4. Outside area – playground proposal. Outside play area proposal - SM and JR told the board about new activity in the effort by some to put a play area behind the library property, on land currently owned by K. Thompson. The playground group has had a design created by a natural playground company, and the Tamworth Foundation has awarded \$3000 to pay for the design. The Friends of CML have been asked to serve as fiscal agent for award of the funds because of their non-profit status. When the design has been received and made public, the board will continue to discuss the issues involved in the project, and its long-term impact on the library. Among the issues are ownership of the land, perpetuity of its use, town ownership, maintenance, and supervision. No action currently needs to be taken by the library board, but Jay will continue to share information about the project.

F. Committee Reports:

1. Building & Grounds – Lloyd (Handicapped parking, basement)
LH will propose painting the curbs to be compliant with handicapped parking. Will be painted blue on the top of the curb. The rest of the curb will be painted white to mark parking spaces. This will be tabled until March.

The basement is still leaking a bit. Steve Jacobs has worked on it and LH will ask him to come in again. Gutters will also be installed to remedy the issue.

We had the floors cleaned on the lower level in October.
2. Technology – Lloyd
No issues.
3. Policy – Nancy (3. Gifts and loans)
B. Gifts are accepted with the understanding that the library has the sole authority to determine the disposition of each item, whether to use/add to the collection, dispose of, restore or sell. (Strike: Current or future costs associated with ownership, maintenance and restoration of an item should be considered in the decision whether or not to accept a gift.)
Moved by NH. Seconded by SM.
Per JR: Admiral Weymouth gifted the CML a painting by Sam'l Newsom of Mt. Chocorua.

G. New Business

1. Policy regarding animals in library
Adopted 2/11/2008 a patron asked SM about this and bringing their own personal pets into the library. SM invited the person to the BOT meeting to discuss if they wished or could write to us to reconsider. The BOT discussed the policy and will maintain it as is.
2. Trustee terms up in 2011 – Peter Case, Ann McGarity.

H. Public Comment

WF thanked Jay for attending for town employees and personnel policies and first aid training (that part was canceled).

WF agrees to no dogs in the library because it is a town policy.
WF voiced about painting the curbs.

I. Adjournment. Mtg adjourned 7:37 PM.

Next Meeting:

Monday, January 10, 2011, Cook Memorial Library—6:00 PM
(A vote to accept unanticipated funds will be taken at this meeting)