

**COOK MEMORIAL LIBRARY
DRAFT MINUTES, BOARD OF TRUSTEES MEETING
April 14, 2014**

Present: Trustees Anne Chant, Carolyn Hemingway, Mary Beth Link, Michael Lowrey, Ann McGarity, George Plender, Sheryl Power; Library Director Jay Rancourt; Selectman Steve Gray

Also present towards meeting's end: guests Larry Nickerson, advisor for buildings and grounds, and heating contractor Gary Gagnon

Call to Order: Meeting was called to order at 6:00 PM.

Election of Officers:

Anne Chant submitted nominations for trustee positions as follows: **Chairperson**, Anne Chant; **Vice Chair**, Carolyn Hemingway; **Treasurer**, Michael Lowrey; **Assistant Treasurer**, George Plender; **Recording Secretary**, Mary Beth Link; **Friends Liaison**, Ann McGarity; **Corresponding Secretary**, Ann McGarity. In addition, the following committee appointments were submitted by Anne: **Nominating Chair**, Anne Chant, committee members, Sheryl Power, Carolyn Hemingway; **Personnel Chair**, Sheryl Power, committee members Carolyn Hemingway, Ann McGarity; **Policy Chair**, Carolyn Hemingway, committee members Ann McGarity, Mary Beth Link; **Technology Chair**, Michael Lowrey, committee member Mary Beth Link; **Selectman Liaison**, Steve Gray. Motion to accept trustee positions and committee membership appointments as submitted made by GP, seconded by ML. Passed by voice vote.

Approval of Draft Minutes:

CH made motion to accept draft minutes of March 10, 2014 as written, seconded by AM. Passed by voice vote.

Treasurer's report:

1. March 2014 Financial Report

ML pointed out that the report fails to show reduction of town appropriation from \$131,673 to \$129,673, as put forth by trustees at March 12, 2014 town meeting. Motion to accept financial report with noted discrepancy made by SP, seconded by CH. Passed by voice vote.

2. March unanticipated funds:

\$119.00 Unrestricted donations
\$62.50 Copies
\$68.00 Library sales
\$25.00 Adult Program
\$274.50 TOTAL

Motion to accept funds as posted made by ML, seconded by GP. Passed by voice vote.

Correspondence:

Anne Chant asked if everyone received the New Hampshire Library Trustees Association Newsletter. Jay passed around an invitation from the Office of the Attorney General, Department of Justice, addressed to Trustees of Trust Funds, Cemetery Trustees, Library Trustees, and any other state and/or municipal official to attend their 29th Annual Seminar on Trust Fund Administration and Statutory Filing Requirements being given in either Shelburne or Concord on various dates in May and June, 2014. RSVP's are required. Also distributed was an announcement for a New Hampshire Library Trustee Association Trustee Orientation Workshop to be given in Concord on April 29, 2014, 10 AM-1 PM at the NH Municipal Association Building, 25 Triangle Drive. There is no fee to attend, but advance registration is required by April 22.

Old Business: None.

Library Director's Report:

1. The NNHLC (Northern New Hampshire Library Cooperative) had its first annual meeting on Monday, April 7th at noon at Madison Library. Ann McGarity and Jay attended. (JR distributed minutes of this meeting to trustees via email.)

2. NHLTA Spring Conference is scheduled for Monday, May 19th, 8 am to 4 pm at the Grappone Conference Center in Concord. Anne, Ann and Jay will attend.

3. Outreach & Collaboration: several book deliveries made to Remick Acres; TCNA continues to hold weight clinics at the library; Chinook display at library cosponsored with THS; THS also cosponsored a well-attended program on 'History of the American Axe' with Geoffrey Burke; ACT collaboration to bring Verandah Porche, a Vermont poet, to present two poetry workshops at the library as part of her weeklong stay as "Poet in Residence"

4. Amy and Jay attended an all day NELA (New England Library Association) workshop on "Kids and Technology" at Worcester State University. They were impressed with what the big libraries were doing with iPads, 3-D printers and other equipment small libraries can only dream about. It pleased JR to note that we already have an iPad loaded with many of the games they recommended in an hour and a half workshop devoted to the subject. Amy and Jay brought away some very useful resources.

5. Jay has been asked to serve on New Hampshire Library Association's READS board. READS (Reference and Adult Services) produces two daylong workshops each year.

6. Jay sent 45 fundraising letters to non-residents, including 5 to Ctr Ossipee, 7 to Sandwich, 3 to North Sandwich, 6 to the Conways, 13 to SilverLake/Madison, and the rest to other NH towns or out-of-state. No response to date, though letters just recently went out. In accordance with discussion at the above referenced NNHLC meeting, library staff will be collecting 6 months' worth of data on non-resident use of library collections. There is some concern that residents from towns with higher library fees may take advantage of lower fee libraries or no-fee libraries. Cook Memorial Library staff prefers the more welcoming no-fee position.

7. Grace Harte, our library page, is leaving to go to college at the end of the summer. For five years she has been working on Saturdays and during the summer, for not much more than minimum wage. The staff would like the trustees to match a \$250 gift giving Grace a \$500 bonus to help with college costs. AC moved for trustees to match the gift. SP seconded. Passed by voice vote. It was agreed that the matching gift come out of proceeds from last year's 5K Race.

8. Our janitor would like a raise of \$5 per hour, to \$25—a \$15 increase per week. Discussion centered on the going rate for janitorial services and the fact that a raise for this position has not been given in approximately six years. Motion to accept raise was made by CH, seconded by SP. Passed by voice vote.

9. First quarter stats: still dropping, third year in a row. Book circulation and attendance show a slight downward trend. JR attributes this to the availability of electronic resources. Case in point: the new streaming video resource, *Indieflix*, has had a great and immediate response from library patrons.

New business: None.

Committee Reports:

Personnel: None.

Policy: None.

Friends of CML: Anne McGarity reported on the Friends' March 2014 meeting. Six new memberships were received in the first three months of this year, bringing total membership to 74. With \$525 in new donations, total donations are now at \$4,980. The Cabin Fever Book and Bake Sale was a success, and the Annex attendance and sales have increased. 2013 saw over twelve Baby Book Bags delivered to new mothers, with four more given so far this year. The Friends are in the process of reviewing their mission statement. Their annual meeting will be held on September 20, 2014 at 11:30 AM with a luncheon and speaker. The Perennial Plant Sale is scheduled for Saturday, May 31 and will include a raffle. The Friends have agreed to act as fiscal agent for grant receipt for the One Book One Valley program. The book will be Flight of the Sparrow.

Building & Grounds: George Plender mentioned the disappearance of a plywood bridge used to cover the melting sidewalk snow. Road Agent Roberts will see if his plow drivers can shed any light on its movement. An ice dam has ruined a few shingles above the library's entryway. George will obtain a recommendation for a roofer to see to this relatively small job. During April 8 and 9, library staff noticed an exorbitant amount of heat coming from the furnace room and surrounding areas. George Plender was called, as well as Larry Nickerson, advisor for buildings and grounds. After inspection by the fire chief, the furnace was shut down for safety reasons. Heating contractor Gary Gagnon was brought in. All involved agreed that the furnace is too big for the building and that the ducting is inadequate to properly move air, which resulted in the failure of a metal safety clip. Gary Gagnon presented three possible fixes, though he doesn't recommend the first two: 1) change the amount of duct work and enlarge, 2) try to remove all dampers and have furnace run as one zone, 3) replace oversize furnace with smaller furnace and incorporate dual staging ability for heat output—recommended as best solution. Gary also pointed out that the current furnace was "short cycling," thereby consuming more fuel. Larry Nickerson strongly advised having the fire chief back to do a thorough inspection. There is some question about the size of wall grating and fire doors. If a new furnace is installed, Gary suggested monitoring airflow for a year, especially as concerns the wall grating for Archives and the Genealogy Room. If any wall grate reconstruction is required, it can be done at that time and at little expense--\$100 or so. Gary presented a contract from Duchesne Heating Inc. for removal of old furnace and installation of a new Thermo Pride high efficiency two-stage LP furnace model number #CHX3-75, installing all safety switches and shutoffs to code and using as much current piping and duct work as possible. The cost to complete the work: \$6,984.00.

Emergency funding was discussed, and though the library's Capital Reserve Fund can cover both the furnace installation and subsequent wall grate reconstruction if needed, there were questions about regulations on expending monies without a town warrant and the necessity of additional bids. Selectman Gray will check with the authorities on these issues and communicate his findings as soon as possible to JR. Concern over funding for possible, future emergencies was raised, once the library's Capital Reserve Fund is exhausted. Steve Gray stated that the town has a discretionary fund for safety hazard emergencies.

So as to capitalize on the seasonal availability of heating contractors and to minimize disruption to summer patrons, George Plender put forth the motion to move forward with Larry Nickerson's heating contractor recommendation (Gary Gagnon, Duchesne Heating Inc.) to complete furnace installation and associated work for no more than \$7,000, pending clearance from town to: 1)

use the Capital Reserve Fund, and 2) not go out to bid. Motion seconded by AC. Passed by voice vote.

Technology: Jay bought a desktop computer for staff to replace one using XP Pro, which is no longer supported or upgraded. Jay made mention of a future need to replace the computer which houses the Cemetery Management Software.

Public Comment: None.

Note: The trustees very much appreciated Selectman Steve Gray's participation and the visit from Larry Nickerson and Gary Gagnon.

Adjournment: Meeting adjourned at 7:40 PM

Respectfully submitted,
Mary Beth Link, Recording Secretary

NEXT MEETING: Monday, May 12, 2014, 6:00 PM at Cook Memorial Library