

**COOK MEMORIAL LIBRARY
DRAFT MINUTES, BOARD OF TRUSTEES MEETING
May 12, 2014**

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

Call to Order: Meeting was called to order at 6:10 PM.

Approval of Draft Minutes:

CH made motion to accept draft minutes of April 14, 2014 as written, seconded by SP. Passed by voice vote.

Treasurer's report:

1. April 2014 Financial Report

ML pointed out that the town appropriation was correctly reduced by \$2,000, but the reduction has yet to be reflected in one or more line items in the budget. ML will discuss with Jay. It was noted that an expenditure of \$3,492 was made under Building Project as down payment for the new furnace. Motion to accept funds as posted made by AM, seconded by ML. Passed by voice vote.

2. April unanticipated funds

\$87.00	Unrestricted donations
\$40.00	Restricted donations
\$27.00	Copies
\$20.00	Library sales
<u>\$37.80</u>	Lost Books
\$211.80	TOTAL

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

Correspondence: None.

Old Business:

1. Furnace has still not been installed. Amy has received complaints about the cold when presenting programs. Staff used two space heaters to try to warm the big meeting room. Jay called Gary, and he said he's going to install at the end of this week or the beginning of next. Some trustees were surprised the work had not yet been completed.

2. Slate of officers revisited – the slate of committees and chairs presented last month was incomplete. Anne officially submitted the following, additional appointments: **Budget Chair**, Anne Chant, committee members include all library trustees; **Buildings and Grounds Chair**, George Plender; **Finance Chair**, Mike Lowry, committee members Anne Chant, George Plender; **Long Range Planning Committee Chair** Anne Chant.

3. Anne registered for the May 19 NHLTA (New Hampshire Library Trustees Association) Spring Conference, but finds she is unable to attend. She was willing to give her place to another trustee, but no one was available to fill in.

Library Director's Report:

1. NHLA (New Hampshire Library Association) spring conference was attended by Jay, Peggy and Michaela. Jay gave a presentation on "Tech Competencies for Staff". She expected 12-16 and got 60!! The evaluations were almost entirely favorable, so she feels pretty good about it. All in all it was a good, worthwhile conference.
2. NHLTA Spring Conference is scheduled for Monday, May 19th, 8 am to 4 pm at the Grappone Conference Center in Concord. Anne & Ann, shall we meet at the library at 6:45 to carpool? I'll drive. Please let me know. I'll be checking my email in California. (As noted above, only Jay and Ann McGarity will attend.)
3. Outreach & Collaboration: The first open Monday was very busy; Amy went up to the Townhouse to pitch library services to the attendees at the congregate lunch; two book deliveries made to Remick Acres; TCNA continues to hold weekly weight clinics at the library on Thursday now (I've given them a key); our program on Estate Planning brought in 46 people!
4. The 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) have garnered \$130 in donations so far.
5. Database usage stats for April: Career Cruising 1; Tumblebooks 6; Indieflix 195; Ancestry Edition 0; Encyclopedia Britannica 85; EBSCO 15; TOTAL 302.

Because of Jay's absence, any questions or comments about the director's report will be addressed at the June 2014 meeting.

New business:

1. *Library Director Search Committee and timeline for search.* The trustees are in receipt of Jay's official letter of resignation, in which she states she is planning to retire on March 31, 2015. Anne Chant announced that she and Chris Clyne will co-chair the Search Committee for a new Library Director. Also serving on the Committee will be community members Gail Marrone, Liz Rowe, Skip Nason, and Nat Peirce. CH inquired about the role of the library's Personnel Committee in the search process. The majority of trustees believed that a representative of the Personnel Committee should be included on the Search Committee. Anne will look into this and report back.

AM inquired about Jay's vision for the library and how this would be brought on board, at the very least as a talking point. Although Jay will not be part of the Search Committee, Anne believes Jay will share her thoughts about the library's future with the co-chairs.

AC outlined a general search timeline. An announcement about Jay's retirement will appear on various web sites and publications at the beginning of summer. The Search Committee will meet mid to late June. The position will be advertised September 1st. Resume review will take place during November. Interviews will be set up for December and January. After reference checks, the Search Committee intends to recommend one or more candidates (number to be determined) to the Board of Trustees by March 1, 2015.

Anne and Steve both mentioned the desire for overlap time between Jay's leaving and the new director's start date. One month overlap is desirable, and at the very least, two weeks. In answer to concern about a double salary payout, ML advised making allowance for this in the 2015 budget.

2. *Library Director's job description and library director's web responsibilities – last updated in 2011 and 2007 respectively.* The proposed position will be full-time (35 hours per week), thus the current positions of Library Director and Assistant Librarian are to be combined. The job description and web responsibilities are to be reviewed and updated if necessary.

Committee Reports:

Personnel: None.

Policy: CH will be presenting two policy revisions next meeting.

Friends of CML: Next meeting is Tuesday, May 13. Friends are busy preparing for the perennial plant sale on May 31. They are asking for plant donations, which may be dropped off at Diane Robinson's house. The plant sale will include a raffle drawing. Tickets will be \$1 each or 6 for \$5. AM brought raffle tickets to the trustees meeting for purchase and sold quite a few.

Building & Grounds: No furnace yet. Should be installed this week. GP mentioned front lawn will need some attention. Last year, in preparation for the Friends' plant sale, GP gained permission from the town selectmen to position tables on the pavement. Steve will bring this up at the selectmen's March 22 meeting. GP will check the overflow pipe in the library backyard to make sure it is clear of debris.

Technology: Jay gave an old XP Pro laptop to The Community School to avoid paying the \$10 fee at the dump. THC intends to convert its operating system to Linux.

Public Comment: None.

Note: Steve wondered how the library's new Monday hours were working out. The Director's Report (above) noted that the first open Monday was very busy. Steve also asked if the monthly financials and meeting agenda could be emailed to him before meetings. ML will send financials to Steve; AC will email agenda.

Adjournment: Motion to adjourn meeting made by MBL, seconded by ML. Passed by voice vote. Meeting adjourned at 6:55 PM

Respectfully submitted,
Mary Beth Link, Recording Secretary

NEXT MEETING: Monday, June 9, 2014, 6:00 PM at Cook Memorial Library