

COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING

May 9, 2016 – 6:00 PM @ LIBRARY

Present: Trustees, Anne Chant, Linda Bittner, Robin Gordon, Skip Nason (SWN), Allie Thompson, Sharon Nothnagle and Sheryl Power; Library Director Mary Cronin

- A. Call to order: 6:04 pm
- B. Approval of Draft Minutes of April 11, 2016: SWN moved to approve draft minutes. Motion seconded by AT.
- C. Treasurer's Report:
1. April 2016 Financial Report
 2. Anticipated funds in April
 - Library sales 4.75
 - Copier/Fax fees 122.50
 - Lost item fee 11.00
 - Total anticipated \$138.25
 3. Unanticipated funds in April
 - Conscience jar donations 45.00
 - Total unanticipated \$45.00

Motion to accept anticipated and unanticipated funds made by SWN, seconded by RG. Passed by a voice vote.

- D. Correspondence: Town of Tamworth Capital Improvements Program letter about 2017 CIP update. At June trustee meeting, members of the CIP committee and Ruth Timchak will come to discuss library needs. Roof will be needed next year and will be on 2017 warrant article. In 2018, carpets will need replacing. Also, exterior of library is in need of painting. Skip Nason will provide an estimate for painting. Tamworth Village Association memo regarding leach fields replacement. New Hampshire Retirement System packet was received and once this is approved, a copy of library trustee minutes will be sent to NHRS. Mary will look this over and leave in folder so that trustees can also review. A thank you from Congressman Guinta in honor of National Library Week was received.
- E. Old Business:
1. Signatory changes for Northway Bank: sign signature cards for Northway bank, Anne Chant, Chair; Allie Kaplan-Thompson, Treasurer; Sharon Nothnagle, Assistant Treasurer
 2. Northern NH Library Cooperative annual meeting, April 20, 2016: Sharon Nothnagle and Mary Cronin attended.
 3. Privacy policy in process of being rewritten.
 4. Discussion re: hiring a recording secretary for trustee meetings. It was decided that a flat rate of \$30.00 per meeting will be offered. Mary will check into liability insurance rates. A few names of potential candidates were discussed. Mary will contact two of them and Linda may also know of someone.
- F. Library Director's Report:
1. Programs: Adult programs in April included NH Humanities "Family Stories" program with Jo Radner, talk on Everest base camp with Russ Staples, solar viewing with Marc

Stowbridge, Starting Point book discussion. Children's/Teens' programs included 3 story times, 2 Lego Club meetings, and RATS book club for 9- to 12-year-olds. Lego Club will resume in the fall. We will have drop-in Lego time on Fridays during the summer. The art show for May and June features paintings by Robert Earl Burt.

2. Outreach & Collaboration: One person was interviewed and recorded for Tamworth Stories oral history project in cooperation with Chocorua librarian Marion Posner and volunteer Robin Gordon; interviews (all with Jim Hidden) have been edited and made available online. Tamworth 250th committee brought negatives on loan from Conway Historical Society of Bruce Bedford's photographs for Carroll County Independent. These will be scanned here at the library and made available online. Volunteers will be trained to help with this project.
3. Technology: The drone kit for our Community Project was ordered. We will go to the Conway Library on May 12 to use their 3-D printer to make one component. Riley Stewart will demo drone flight using his drone on Friday, May 20. Mary will clear use of outdoor location ahead of time. First hands-on building day for the drone will be on Saturday, May 21, the project will continue into June. Part of the process will include developing a user's guide that covers local, state, and federal regulations, and establishes rules to address safety, liability, and privacy concerns. Mary ordered a demo wifi hotspot from T-Mobile to try out at various locations around town. Mary has purchased a new camera for library staff use.
4. Staff: Amy is finalizing plans for Summer Reading Program. Peggy is on vacation until later this month. Mary plans to take the week of June 20 off. Staff continues to work on plans for 5K Race for July 4; 250th Art Exhibit and booklet; July 4th parade.
5. Summer staffing: will be utilizing present staff and looking for a page for 2 hours per week.
6. Mary will check into insurance for 5k race on July 4.
7. Linda will put in request for timing clock for 5k race.

G. New Business: None

H. Committee Reports:

1. Technology: Committee met on April 27 and reviewed technology purchase plan for 2016, see attached.
2. Friends of CML: Next meeting is on May 10. FoCML and Altrusa are selling tickets for calendar raffle, and asking for plant donations for June 4 plant sale.
3. Building & Grounds: Larry Nickerson is reviewing Iron Horse Roofing's roofing estimate. Skip will follow up with Steve Jacobs regarding yard maintenance. There is peeling paint on the exterior clock tower and north side of building. Skip will give estimate for paint job.

I. Public Comment: none

J. Adjournment :SWN motioned to adjourn meeting seconded by LB. Passed by voice vote. Meeting adjourned at 7:25 pm

Next Meeting:
June 13, 2016, Cook Memorial Library—6:00 PM