

COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
DRAFT MINUTES FOR October 3, 2016 – 6:00 PM @ LIBRARY.

- A. Call to order: The meeting was called to order at 6:15 pm. Present were Anne Chant, Robin Gordon, Allie Thompson, Cheryl Power, Skip Nason, Linda Bittner, Sharon Nothnagle, Mary Cronin. Absent – Steve Gray. Jan Hamel, Chair of the Friends, is also present.
- B. Approval of Draft Minutes of September 12, 2016. Change “each month” to “for the year” in the financial report. A motion to approve was made by Skip , seconded by Sharon. APPROVED

Treasurer’s Report: A motion to accept was made by Linda . Seconded by Allie. APPROVED

September 2016 Financial Report	
Unanticipated funds	
Conscience jar donations	21.00
Copier/Fax fees	65.00
<u>Lost item fee</u>	<u>16.00</u>
Total unanticipated	\$102.00

A motion to accept the unanticipated funds was made by Linda, seconded by Robin, APPROVED

D. Correspondence: Thank you from Camp Calumet for loan of telescope.

E. Old Business:

CIP (Capital Improvement Program): Anne Chant and Mary Cronin attended the CIP Committee hearing on September 15.

2017 Budget: Discussions were held earlier this evening about the draft budget. There is a little more work to do on it. Once Mary has a deadline it will be finalized.

F. Library Director’s Report:

Programs: Adult programs in September included book group, writers’ group, and presentations on Tiny Houses and Agricultural Fairs. Children’s/Teens’ programs included three storytimes and one kids’ book club.

Outreach & Collaboration: Library has initiated and is working with Tamworth 250th Anniversary Committee to collect “What brought you to Tamworth?” stories as well as photos from this year’s anniversary events to archive at the library and place in the time capsule to be opened in 2066. A knitting group has recently begun using the library for meetings twice a month.

Furnishings: Mary has ordered a shelving unit for DVDs from Swift River Wood Products.

Personnel: Mary has completed almost all of the annual staff review meetings. They will be completed in the next couple of days.

G. New Business:

Staff appreciation event, November 17, 2016. The location and caterer are set. Invitations are not done yet. Allie is doing the invitations. The time will be 5-6 pm.

H. Committee Reports:

Friends of CML: Next board meeting is November 8. That will be the first meeting of the new year. Elections, etc. will be done. Annual meeting with program and lunch was held on Sept. 24.

Building & Grounds: Skip Nason, Larry Nickerson, and Mary met on October 3 to do annual building inspection for disaster plan. Gary Gagnon of Duchesne heating has repaired air unit, and will return with parts to complete annual maintenance. Gas pipe on exterior of building needs painting to prevent rust. Outside watering ban is still in effect; pressure washing of building needs to be done but cannot be done for this reason. Walkway between the library and Tamworth Lyceum has been redone by Lyceum, library's yew tree was removed as part of this renovation. A spirea and hardy perennials have or will be planted in the space where the yew was. Judy McLane is going to mulch the corner where the plants are.

I. Public Comment:

J. Adjournment – A motion to adjourn was made at 6:37 pm by Skip. Seconded by Cheryl .
ADJOURNED

Next Meeting:

Monday, November 14, 2016, Cook Memorial Library—6:00 PM