

**COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
MINUTES FOR October 2, 2017**

The meeting was called to order at 5:05 pm by Anne Chant. Present were: Robin Gordon, Anne Chant, Allie Thompson, Steve Gray, Sheryl Power, Evan Henderson, Skip Nason (6:02 pm) and Mary Cronin, librarian. Absent – Linda Bittner. Liason from the Friends - Jan Hamel

Allie made a motion to approve the minutes from the September 11, 2017 regular meeting, Robin seconded. APPROVED

Treasurer's Report:

1. September 2017 Financial Report – Evan made a motion to approve, Sheryl seconded. APPROVED
2. Unanticipated funds received
 - a. Conscience jar donations 21.71
 - b. Donations, Vincent & Doe 33.00
 - c. Copy/fax machine fees 121.29
 - d. Grants (NHH program) 244.00

Total unanticipated	\$420.00
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Allie made a motion to accept the unanticipated funds, Evan seconded. APPROVED

Correspondence: Email from NH Library Trustees Association about an upcoming Trustee Orientation/Personnel Management workshop on October 21 at Gorham Public Library.

Old Business: Allie – on behalf of Skip – the Board should send a thank you to the roofers, such a nice job was done. Anne will also send a note to each of the three neighbors. Mary will send the roofer's information.

Library Director's Report:

1. New Monday Hours: A number of people using the library have said they are happy that the library is open until 5 pm on Mondays now.
2. Programs: Kids' programs in September included three storytimes and one "Bookworms" reading club for kids ages 7 to 10. Adult programs included one book discussion, a presentation by Joe Semmes on Dementia Avoidance, and one by Jon Hively on his new book about working on the Mount Washington Cog Railway. Tamworth Community Nurses held a presentation in our meeting room by June Aprille on the 1918 influenza epidemic.
3. Staff: Amy will attend the CHILIS Fall conference on October 19. Mary will attend NHLA Fall Conference and Annual Meeting on November 3. Chris gave a talk (with other area librarians) on our library's genealogy resources at the Madison Historical Society's September meeting.

4. Volunteers: Staff is organizing a Volunteer Appreciation Breakfast on Friday, October 20 from 8:30 am to 10:00 am. Trustees are welcome to attend to help us thank our volunteers.
5. Mary is working on getting a digital platform for online historical documents. It is opensource software. Chris is still working on the "If Walls Could Speak" book.

New Business:

1. 2018 Budget: Mary has prepared the first draft of budget to begin discussion. Plan a meeting with Library Budget Committee (all Trustees) before the November Trustees' meeting to review and refine budget before sending to Advisory Budget Committee and Selectmen. A budget meeting is set for 5 pm on October 30. The Board reviewed the draft budget and asked several questions for clarification. Mary wonders if there is a possibility of year-end bonuses. Discussion ensued.

Committee Reports:

1. Friends of CML: Next meeting will be held November 19 at 5:30 pm. Annual meeting was held on Saturday, September 23. Jan Hamel reports that the Friends are planning to review the bylaws some more, and that everyone needs a deeper understanding of them. The wish list will be funded at the November meeting.
2. Building & Grounds: RTD Roofing crew completed the roof on September 21st. Kathy Estabrook mailed the balance due payment to RTD last week, both library's check and town's check. Mary has heard many positive comments from the community on the new roof. Mary and Skip are finalizing a draft RFP for painting the library's wooden exterior. Hans Stafford removed the electrical heat tape that was left from the old roof. Fire extinguishers' annual inspection is done. Mary has a fuel price for 2017-18 from Eastern of \$1.30/gallon for propane. Disaster Plan will be updated in October. Evan attended the ReVision Solar meeting. He doesn't feel that there is much for the Library to do at this point.
3. Strategic Planning: Second and third "Did You Know" messages have been posted to library website, Facebook, Tamworth Exchange, and on paper at the library. Mary will work with committee to develop a draft community survey to bring to the November meeting.
4. Technology: Mary is investigating Bluetooth speakers to use with projector in large meeting room to see if sound quality is better for showing films.
5. Personnel: Annual staff evaluations are in progress; Mary will meet with each staff member individually before completing. Staff will have a project/review/planning meeting on Thursday, October 12th from 11 to 1:30; we will provide lunch for staff. Sheryl's personnel committee will meet Monday the 16th of October at 5 pm.

Public Comment - none

Sheryl made a motion to adjourn at 6:12 pm, Robin seconded. The meeting was adjourned.

Next Meeting:

Monday, November 13, 2017, Cook Memorial Library—5:00 PM (note new time)

Respectfully submitted,
Melissa Donaldson
Recording Secretary