

COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
Minutes FOR December 11, 2017

The meeting was called to order at 5:03 pm by Anne Chant. Present are: Anne Chant, Linda Bittner, Robin Gordon, Evan Henderson, Sheryl Power, Allie Thompson, Skip Nason, Steve Gray (7:16) and Mary Cronin, librarian. Absent – none

A correction to Linda Bittner's name is noted. Skip made a motion to approve the minutes of the November 13, 2017 regular meeting as corrected, Sheryl seconded. APPROVED

Treasurer's Report:
November 2017

1. Financial Report – Sheena will move some numbers at the end of the year. Linda made a motion to accept the treasurer's report as written, Skip seconded.
APPROVED

2. Unanticipated funds received

Conscience jar donations	47.00
Copy/fax machine fees	145.50
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Total unanticipated	\$192.50

Evan made a motion to accept the unanticipated funds, Allie seconded.
APPROVED

Correspondence: Email dated Dec. 7 , 2017 from Town Administrator Darlene McWhirter asking whether Director and Trustees are available to meet with the Selectmen regarding the library budget at 6:30 pm at the December 14 Selectmen's meeting. Anne, Evan and Skip can attend with Mary. A thank you card from Allie was distributed. Mary has correspondence from Larry Nickerson recommending that the insulation be looked at, for a fee of \$250. Skip will inquire about this.

Old Business:

1. 2018 Library Budget: Anne Chant and Mary Cronin attended the Advisory Budget Committee meeting on December 6 to review library budget. A new draft budget with updated year-to-date expenditures will be available at today's meeting. Should we add funds for exterior painting? See "Correspondence" above for information about meeting with Selectmen about library budget.
2. Kendrick donation: Will some paintings be sold to raise funds for the library? Marge Kendrick supports this use of her work. Staff can work together to make a list of ones to keep for library's art collection and ones to offer for sale if Trustees support this idea. Mary will compile a list for the next meeting.
3. Holiday Open House – 6:00, Tuesday, December 12. This has been postponed until December 19th due to the upcoming storm. Bring a dish to share!

Library Director's Report:

1. Programs: Kids' programs in November included three storytimes, two meetings of Lego Club, one "Bookworms" reading club for children ages 7 to 9. Adult programs included one book discussion, the monthly "Practical Wisdom" discussion, a film showing of "Almost Sunrise" about two Iraq veterans' search for healing. An all-ages storytelling workshop was hosted by Arts Tamworth.
2. Staff: Mary attended the NH Library Association annual meeting on November 3.
3. Outreach: Amy made several visits to K.A. Brett School to read and promote the Ladybug picture book award and to attend the school's family night. Amy made a presentation on selecting children's books to Oasis volunteers. Rec. Dept.'s Tai Chi group is using the large meeting room for a few weeks while their primary instructor is not available. ACA Healthcare Navigator held two drop-in help sessions at the library in November; there was a steady flow of traffic both times.
4. Also working on the "If Walls Could Speak" book, and are hoping to have it in January. 200 copies have been ordered. The book is about the histories of the houses.

New Business:

1. NH Retirement System responded to inquiries by both Mary and bookkeeper Sheena Harte that adding funds retroactively is not allowed, even if funds cover eligible service period. \$2328.00 carried over from 2016 for this purpose will need to be returned to the Town. Anne will go back through the paperwork to see if she can find something in the paperwork.

Committee Reports:

1. Friends of CML: Mary attended the November 14 FoCML meeting.
2. Building & Grounds: Annual cleaning of floors, carpets, HVAC maintenance, and elevator inspection are all done or scheduled to be done before the end of December. The windows never got done this fall because of being rescheduled three times due to bad weather, and then getting too cold. Some of the storm windows on the old windows do not fit properly or work well. This may need to be considered in the future. Blinds for rear stairway and hallway windows were ordered. Chief Colcord will take care of annual fire inspection before the end of the year.
3. Strategic Planning: The committee met on Monday, November 27 to discuss next steps. Mary brought up the ALA's "Libraries Transforming Communities" as a possible way to gather community input. Mary attended a presentation about this at the November NHLA annual meeting. Committee members are reviewing this information and will meet again to discuss timeline and strategy if using/tailoring this set of guidelines makes sense for Tamworth. All Trustees are invited to join the committee in this discussion. Read about Libraries Transforming Communities here (documents are also available on paper at the library):

- a. "Libraries Transforming Communities," article in American Libraries, <https://americanlibrariesmagazine.org/2015/01/22/libraries-transforming-communities-2/>
- b. Turning Outward Resources for Libraries, <http://www.ala.org/tools/librariestransform/libraries-transforming-communities/resources-for-library-professionals>
- c. Libraries Transforming Communities: Small, Mid-Sized and/or Rural Public Libraries, trainings, <http://www.ala.org/tools/librariestransform/libraries-transforming-communities/small-mid-rural-public> Mary has signed up for the three webinars listed on this page.

Technology: Apple iMac computer has arrived. Staff is using it to work on "If Walls Could Speak" book with Adobe InDesign program. It will be put out for public when that is done.

Public Comment-none

Mary updated the budget as much as she could without a painting number. On the last page there is a list of year end expenses that are still to come. The expected carryover and amount to return to town are listed also. Health insurance was over-budgeted, but that was never received from the town. It will be accounted for in the Town Report.

Linda made a motion to adjourn at 6:55 pm, Robin seconded. APPROVED

Respectfully submitted,
Melissa Donaldson
Recording Secretary

Next Meeting:
Monday, January 8, 2018, Cook Memorial Library—5:00 PM