

**COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING**  
**Minutes - July 11, 2016 – 6:00 PM @ LIBRARY**

A. Call to order: 6:00 pm. In attendance: Robin Gordon, Allie Thompson, Anne Chant, Linda Bittner, Sharon Nothnagle, Library Director Mary Cronin, Steve Gray – Selectmen’s Representative.

B. Approval of Draft Minutes of June 13, 2016 A motion to accept by Allie , seconded by Robin . APPROVED

C. Treasurer’s Report: June 2016 Financial Report - The race made \$2315.00.A motion to accept by Linda, seconded by Robin. APPROVED

1. Anticipated funds

Library sales	3.00
Copier/Fax fees	122.00
Lost item fee	59.26
5K Race	180.00
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Total anticipated	\$364.26

2. Unanticipated funds

Memorial fund (Malenfant)	25.00
Conscience jar donations	10.00
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Total unanticipated	\$35.00

Allie made a motion to accept. Seconded by Sharon. APPROVED

D. Correspondence: Letter from Tamworth Village Association accompanying invoice for all four quarters of 2015 and three quarters of 2016. Invoice was \$455.00. \$250 has been budgeted for this. This is for sewer.

E. Old Business:

1. New Hampshire Retirement System, Anne Chant phone conversation with Tamre McRea, Employer Auditing Team Lead from NHRS:
  - a. The board elects to participate and chooses starting date. This is then approved by NHRS. We would report our contribution monthly by the 15th of the following month.
  - b. Mary cannot contribute 7% without Trustees contributing 11%.
  - c. The library doesn't have to pay the entire annual amount up front. It is a monthly contribution. The library's monthly contribution would be \$338.82 and Mary’s would be \$212.33.
  - d. Mary can "purchase" her full time pay period prior to the effective date of participation, meaning she purchase the time period from when she began working at CML. The library can also purchase time. I think this is like paying into the account. This falls under "modifications" through RSA 100-A:22.

- e. As far as a vesting period goes, this is typically 10 years. Mary will be eligible to receive benefits at 65, no matter what the length of time of employment is.
- f. There is a Tax Shelter Option that sounds good. The board would also need to vote to participate in this or not.
- g. Full time employees hired after Mary would be required to participate in NHRS. They would not have a choice, if we elect to participate now.
- h. More info at [www.NHRS.org](http://www.NHRS.org).

It seems that once this is voted in, the next part of the process will begin. The percentages are set by the retirement system. Budgeting needs to be looked at to see if there is enough money to start this now. It will definitely need to be included next year.

- 2. CIP (Capital Improvement Program): At Ruth Timchak's suggestion, Mary provided CIP committee chair David Little with additional information (age, condition) about library roof project for 2017 for their report. \*This roof was installed in 2001, with defective asphalt shingles.

F. Library Director's Report:

- 1. Programs: Adult programs in June included talks on the Magna Carta, groundwater, preventing dementia, and Helen Albee's Abnakee Rug Industry. Ed Martinez began a monthly Writers' Group and Sean Carney began a 3-part film/discussion series on climate change. Our adult book group met once. Children's/Teens' programs included 3 story times and RATS book club for 9- to 11-year-olds.
- 2. Outreach & Collaboration: We cohosted the June 29 Abnakee Rug talk with the Tamworth History Center. We lent an easel to Arts Council of Tamworth for their auction. We've been working with a number of local people collecting items for the July-August art show.  
\* Reception will be held July 27 from 430-630pm.
- 3. Technology: The Community Project to build a drone has failed to produce a working drone so far. I will offer the kit to a local family with some expertise in electronics to see if they can get it working. Because we did this project, we were offered (and I accepted) supplies to build a theremin, which may be a good winter 2017 project. I'm planning to add Scratch coding program (free download from MIT) on some of the public computers.
- 4. Staff: is busy! Summer Reading Program is underway; Art Show is in process of being hung and booklet prepared for July 27 exhibit reception.

G. New Business:

- 1. Carry Over \$3,829 from 2015: In order to have funds budgeted for 2016 that were carried over from 2015 show in financial reports, Board of Trustees should vote to approve this income in the 2016 budget (it was already approved at town meeting).
  - a. \$2,360 to carry over to 2016 from 2015. Funds from Susan Chiaradonna Memorial Fund, Barbara Fromm Memorial Fund, Trust Fund income. \* Motion to approve by Allie, seconded by Linda. This is approved.
  - b. \$1,469 in 2015 funds returned to Town of Tamworth, the amount not used for Mary's health insurance. Check didn't get sent until January 2016, so to balance expense, should be included in carry over income. \* Discussion about this indicates that it should not be included. It can be noted in the Annual Report.
- 2. Library wage comparison study: Previously discussed as something to do in 2016. \* Skip is absent.

H. Committee Reports:

1. Personnel: Committee met with Policy Committee on July 6 to discuss revisions to Personnel Policies. See draft revisions. \* The chairs of these committees are not present at this meeting. Robin gave an overview of the changes that were drafted. Linda speaks about accrual of sick days. They spoke about having a cap of 30 sick days total. Refer to personnel committee to increase the # of days and the accrual of them.
2. Policy: Committee met with Personnel Committee on July 6 to discuss revisions to Personnel Policies. See draft revisions. The grievance policy is a new addition.
3. Friends of CML: Next meeting is on July 12. FoCML had a very busy and successful book sale on July 2. Jan Hamel, FoCML President, helped with library's July 4<sup>th</sup> parade entry. \* The meeting was changed to the 19<sup>th</sup> of July.
4. Building & Grounds: Lakes Region Water has prohibited outdoor watering. We are using dehumidifier water to keep flower boxes watered. Lawn under trees is in poor shape. HVAC systems were serviced on June 21; AC had a problem that caused fans to run constantly (despite settings), which made for a high electric bill in June. This problem seems to have been fixed. Security system's annual service was done on July 5. Disaster plan update will begin in July.

I. Public Comment - none

J. Adjournment: Allie made a motion to adjourn at 6:58 pm. Seconded by Robin. ADJOURNED

**Next Meeting:**

**Monday, August 8, 2016, Cook Memorial Library—6:00 PM**

Respectfully submitted

Melissa Donaldson

Recording Secretary