

COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
MINUTES FOR August 8, 2016 – 6:00 PM @ LIBRARY

A. Call to order at 6:05 pm. In attendance: Anne Chant, Sharon Nothnagle, Robin Gordon, Steve Gray, Skip Nason, Cheryl Power (6:08 pm). Absent: Mary Cronin, Allie Thompson, Linda Bittner

B. Approval of Draft Minutes of July 11, 2016. A motion to accept was made by Sharon, seconded by Robin. APPROVED

Approval of Draft Minutes from August 2, 2016 Personnel and Policy Joint Committee meeting. A motion to accept was made by Skip. Seconded by Cheryl. APPROVED. Discussion about when this will be effective, it appears that it will be effective now.

C. Treasurer's Report:

i. July 2016 Financial Report – discussion about the trust accounts. Question for next month – why are the funds not increasing monthly or quarterly? A motion to accept the financial report as written was made by Skip. Seconded by Cheryl. APPROVED

ii. Anticipated funds

Library sales	3.00
Copier/Fax fees	12.50
<u>5K Race</u>	<u>2135.00</u>
Total anticipated	\$2150.50

A question was raised about varying amounts on anticipated funds for copier/fax.

i. Unanticipated funds

Friends of CML	450.00
Conscience jar donations	6.50
Copier/Fax fees	73.50
Lost item fee	5.00
<u>D. Norcross (Northway)</u>	<u>25.00</u>
Total unanticipated	\$560.00

A motion to accept the unanticipated funds was tabled until the next meeting.

D. Correspondence: None

E. Old Business:

1. New Hampshire Retirement System: options for funding in 2016

Should the board elect to participate in the New Hampshire Retirement System, the library's contribution to the director's retirement fund will be \$338.82 / month, \$4065.84 / year.

Funds have not been specifically budgeted for this in 2016. However, we have budgeted \$10,403 for the director's health insurance but are only spending \$3600 since Mary is receiving an allotted monthly stipend toward her husband's health insurance in lieu of insurance through the town. The board's intention has been to return the remaining \$6803 to the town at the end of the year, but we are able to make use of these funds at our discretion.

The board should also consider paying into the retirement fund for the time Mary worked last year (she began in March 2015). This would be an additional 10 months of payments, totaling \$3388.20. Anne is looking into the specifics of "purchasing" time – specifically, whether we have to purchase time up front or whether we can buy it at will. *It can be purchased in installments.

If the board elects to put all of the \$6803 toward the retirement fund, then we are able to cover all of 2016 and 8 months of 2015 (\$6776.40).

A second option is to allocate \$4065.84 from the \$6803 to cover 2016, leave the remaining \$2737.16 unallocated in case we need to use it on something else for the library in the next five months, and then use any remaining funds in the budget at the year's end to purchase time from 2015.

A third option is to pay the \$4065.84 for 2016, and then budget for both 2017 and the remaining time from 2015 in the 2017 budget.

We don't think there is a charge for startup or for purchasing time. The accounting department will double check to make sure that there is no fee. A decision on this should wait until we have Allie's input on the different options. Robin and Skip like option 2.

Skip made a motion to allocate \$4065.84 from the \$6803 to cover 2016 for Mary, and leave the remaining \$2737.16 unallocated in case we need to use it on something else for the library in the next five months, and then use any remaining funds in the budget at the year's end to purchase time from 2015. Robin seconded. APPROVED

2. CIP (Capital Improvement Program): Library Board's offer to put off carpeting project until 2019 is likely to be accepted by CIP committee.

F. Library Director's Report:

1. Programs: Adult programs in July included two Music on the Lawn performances, book group, art exhibit reception, writers' group, and climate change film and discussion. Children's/Teens' programs included four storytimes, four afternoon activities (geocaching, balloon-powered cars, animal tracking, and quirky croquet), and an all-ages Ultimate Frisbee game. Amy found volunteers to present all July storytimes and afternoon children's programs. A Children's Literacy Foundation storyteller and book giveaway was held in conjunction with Tamworth Recreation on July 25 at K.A. Brett School. This was from a grant Chris and Amy submitted.
2. Outreach & Collaboration: Tamworth Recreation brought children to two of the afternoon programs in July, and worked with CML on CLiF book giveaway (see 1. above). Tamworth History Center allowed us to use their large lovely lawn for croquet and ultimate Frisbee. Tamworth 250th committee had free ice cream at Ultimate Frisbee game. Tamworth Conservation Commission had their "Old Hem" and other tree cookies on display at the library from May through the beginning of July. Many people loaned artwork to the library for the July-August art exhibit. Each person who loaned artwork was given an exhibit booklet.

3. Technology: The public computer in the Genealogy & History Room has not weathered the update to Windows 10 very well. This is the oldest public computer. I plan to replace it with the current public catalog search computer and replace that with a Chromebox or other economical web-specific unit. *Do we have a tech replacement schedule? Skip said there is, Allie, Mary and Skip have met this year and discussed a replacement schedule.
4. Friends of CML provided funds to help purchase a new canister-style vacuum cleaner which has an adjustable arm and an array of attachments.

G. New Business:none

H. Committee Reports:

1. Personnel: Committee met with Policy Committee on August 2 to discuss revisions to Sick Leave portion of Personnel Policies. See draft revisions. * Part time sick pay accrued will not carry over. 6 days per year (4 hours per month) sick pay is available for full time employee. Those hours can be accrued up to a total of 14 days. The sick days are available as of January 1 of each year. A motion to approve the two changes to the sick leave portion of the policy was made by Skip, seconded by Cheryl. APPROVED
2. Policy: Committee met with Policy Committee on August 2 to discuss revisions to Sick Leave portion of Personnel Policies. See draft revisions.
3. Friends of CML: Last meeting was on July 19. Annual appeal letters were mailed on August 3rd. Annual meeting with program and lunch will be on Sept. 24. More people are needed to help the Friends of the Library. We need people who will commit to help with the book sale. We participated in the Tamworth Street Fair on Saturday.
4. Building & Grounds: Disaster plan update will begin later this month, hopefully to be completed before the September board meeting. Mary has checked with town office, they will let her know what their fuel contract price will be. Once that happens, Mary will contact Eastern to get same or better propane price per gallon for 2016-17 heating season.

I. Public Comment

J. Adjournment. A motion to adjourn was made by Skip at 7:20 pm. Seconded by Robin.
APPROVED

Next Meeting:

Monday, September 12, 2016, Cook Memorial Library—6:00 PM