

**COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING  
MINUTES  
September 11, 2017 – 6:00 PM @ LIBRARY**

The meeting was called to order at 6:03 pm by Anne Chant. Present were: Robin Gordon, Anne Chant, Allie Thompson, Steve Gray, Linda Bittner, Sheryl Power, Evan Henderson, and Mary Cronin, librarian. Absent – Skip Nason

Approval of Minutes of August 14, 2017 regular meeting – Linda made a motion to approve the minutes. Evan seconded. APPROVED

Treasurer’s Report:

1. August 2017 Financial Report - Page 5 – new line item should be reassigned as furnishings. It is a shift in categories. Linda made a motion to approve the treasurer’s report. Sheryl seconded. APPROVED
  
2. Unanticipated funds received in August
  - a. Conscience jar donations 24.00
  - b. Donations, Murray & Welch 75.00
  - c. Copy/fax machine fees 273.00
  - d. Lost item fees 33.63

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Total unanticipated \$405.63

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

Correspondence: Email from Town Administrator Darlene McWhirter about meeting on September 19 at 7 pm at the town office with a representative of Revisionenergy, who will discuss solar power options for municipalities.

Old Business:

1. Ready to Code grant: Mary submitted application for this grant on August 30. Notification is first week in October. The program provides funding for computing programming for children and teens. We would be partnering with 4-H on this program if grant is received.

Library Director’s Report:

1. Programs: Kids’ programs in August included three storytimes, each led by a different guest reader, and two Tuesday afternoon “build a better world” programs, topics were beavers with Tin Mountain Conservation Center and a popsicle stick building challenge with Amy. Adult programs included one book discussion, a book discussion hosted by Starting Point, a “Getting Started on the Tamworth Exchange” workshop, and the wrap-up meeting for the “American Roadtrips” book and writing series led by Nate Winship. All ages programs were two Music on the Lawn concerts (a third had to be cancelled because of the roofing project), and Yo-yo Man on

- August 5th, the big event for our summer reading program and for the Tamworth street fair. Well over 100 people attended the event, which was held out on the front lawn. This program was funded by a Kids, Books and the Arts grant from the NH State Library. Also the solar eclipse on the 21<sup>st</sup>.
2. Staff: Amy will attend the Children's Literacy Foundation conference for rural librarians in White River Junction on September 15. Mary will attend Media Smart Libraries workshop in Hooksett on September 26.
  3. 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. An additional volunteer for the popular Lego Club has been found.

#### New Business:

1. Adding open hours to Mondays: See attached report showing survey results from 2015 and also costs associated with changing Monday hours from 10-2 to 10-5. Adding 3 hours to Mondays for the remainder of the year can be done within current staffing budget, and could be done on a trial basis to see if attendance statistics and community feedback supports including in 2018 budget. Robin made a motion to extend the library hours to be open from 10-5 on Mondays on a trial basis. Linda seconded. APPROVED

#### Committee Reports:

1. Friends of CML: Next meeting will be held September 19. Mary will have a draft wish list to present. Annual meeting will be on Saturday, September 23 at 11:30. It includes lunch and a NH Humanities program. The speaker will speak at 12:30.
2. Building & Grounds: RTD Roofing crew began the roofing project on August 21st, they are making good progress and have been kindly welcomed by our neighbors. Mary and Skip have a sample Request for Proposal for exterior painting from Goffstown Library, which will be a good template for ours. Their library is also on historical buildings registries, which adds a lot of related specifications to how work should be done. A draft RFP for painting the library façade will be prepared soon. Mary is contacting fuel providers to get 2017-18 fuel contract prices.
3. Strategic Planning: Mary, along with George Cleveland, held a "Getting Started with the Tamworth Exchange" session on August 22. Seven people attended, and a handout is available. First "Did You Know" message has been posted to library website, Facebook, Tamworth Exchange, and on paper at the library. This one covered children's services. Ann McGarity included it in the Tamworth town column in September 8th Conway Daily Sun. Summer residents are being invited to provide their contact info if they wish to take part in any library surveys done this winter.
4. Technology: Mary is still trying to find out what increased bandwidth/speed for library's internet connection would cost from Spectrum. Mary ordered a replacement fax/scanner/color printer since the current one wore out and stopped printing.
5. Personnel: Annual staff evaluations will be done by the end of September. Staff will have a project/review/planning meeting on Thursday, October 12<sup>th</sup> from 11 to 1:30;

we will provide lunch for staff. Sheryl has the forms for the staff evaluations of the director and an envelope for the staff to return them in. She also distributed them to the trustees.

A question was raised about the possibility of starting meetings earlier on Mondays.

Public Comment – Steve attended the TCNA fundraiser and enjoyed the singers.

Adjournment - Robin made a motion to adjourn at 6:50 pm, Evan seconded. The meeting was adjourned.

Next Meeting:

Monday, October 2, 2017, Cook Memorial Library—6:00 PM (one week early due to Columbus Day holiday)