

COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
Minutes FOR August 24, 2020 – 5:30 PM electronically via Zoom

Meeting notice was posted online at the library and town website and a printed notice was posted at Tamworth Post Office on July 31, 2020.

PUBLIC NOTICE

In accordance with Emergency Order #12, the Cook Memorial Library Board of Trustees has scheduled a Zoom meeting in place of their normally scheduled monthly meeting at the library. All are invited to attend.

Cook Memorial Library Board of Trustees Meeting

Time: Monday, August 24, 2020, 5:30 p.m.

Join Zoom meeting online:

<https://us02web.zoom.us/j/82306997614?pwd=MkJrM05JMEgyZUFTUEQ2aVhUbXV5dz09>

Join by telephone: 1 929 205 6099

Meeting ID: 823 0699 7614

Passcode: 158839

A. Call to order – The meeting was called to order at 5:35 pm by Allie Thompson. Present are: Allie Thompson, Sheryl Power, Evan Henderson, Betsy Loughran, Robin Gordon, Skip Nason, Melanie Streeter – Selectmen’s Representative, Mary Cronin – Librarian, Melissa Donaldson-Recording Secretary. Anne Chant is absent.

B. Online meeting guidelines and Board Chair’s statement on meeting compliance with the Right-to-Know Law during the State of Emergency.

C. Introductions and Attendance

Allie Thompson – present and alone

Evan Henderson - present and alone

Betsy Loughran - present and alone

Sheryl Power - present and alone

Robin Gordon - present and alone

Skip Nason – present without audio/video

Melanie Streeter - present and alone

Melissa Donaldson - present and alone

Mary Cronin - present and alone

D. Approval of Minutes, roll call vote required

1. July 13, 2020 regular meeting minutes – Clarify unanticipated – Malenfant and CARES are already listed separately as accepted by the Board in their public hearings. Under Buildings and Grounds – overkill refers to the cleaning twice a week.(move that sentence up) Sheryl made a motion to approve as amended, Evan seconded.

Allie Thompson – yes

Evan Henderson - yes

Betsy Loughran - abstained

Sheryl Power - yes

Robin Gordon - yes

Skip Nason – no vote

F. Treasurer's Report:

1. July 2020 Financial Report – Allie asked about Town appropriation. Mary says this will be adjusted in the 4th quarter. Allie also asked about programs (under expenses) and personnel expenses. There is a line under each about CARES act, Mary states that this will be fixed. Allie made a motion to accept, Robin seconded.

Allie Thompson – yes
Evan Henderson - yes
Betsy Loughran - yes
Sheryl Power - yes
Robin Gordon - yes
Skip Nason – no vote

2. Unanticipated funds received

- a. Conscience jar donations \$10.00
- b. Donations for subscription 24.00
- c. Memorial Donations in memory of Joe Semmes 250.00
- d. Grant from NH Humanities for program 100.00 (amount over anticipated)

Total unanticipated \$384.00

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

Allie Thompson – yes
Evan Henderson - yes
Betsy Loughran - yes
Sheryl Power - yes
Robin Gordon - yes
Skip Nason – no vote

G. Correspondence:

1. NH Library Trustees Association email about conference survey, forwarded to Trustees on July 27, 2020. Anne sent an update. The Spring 2021 has been postponed to at least the fall.
2. Letters from U.S. Representatives Sen. Shaheen and Congressman Pappas responding to invitation to attend “New Hampshire Cemeteries and Graveyards” program on August 1. Both representatives declined the invitation but sent New Hampshire staff members. Both letters stated support for our library’s and the Tamworth History Center’s community-focused use of grant funds from New Hampshire Humanities.

H. Old Business:

1. Update on in-person library services: We are continuing to offer visits by appointment, and have been working to get the message out and let the public know they are welcome. Outdoor programming is being done, and consideration is being given to allowing small groups to use the meeting room in the fall. 4H has been considering a hybrid meeting model. The downstairs has been measured, and will allow a maximum of 10 people. Patrons are still coming in by appointment. No meetings will be scheduled downstairs before mid-September.
2. Capital Improvement Program: CIP committee has put furnace replacement for 2021 for \$9000 on the CIP, and has moved air conditioners replacement to 2023 for

\$10,000, and a second furnace replacement to 2025 for \$9000 (basement furnace will be 10 years old then.) CIP committee added a placeholder for computer network upgrade. An estimate from Cybertron NH was received. This will not be a CIP project, as it does not meet their criteria.

3. Plans for funds from Estate of Sharon Malenfant – upgrade the outdoor area and possibly a plaque. Mary has called one hardscaper, but has not heard back from them yet. Robin will contact Gary Jones.

4. Library Board of Trustees meeting next month: How to meet – A hybrid meeting is possible. The options are Zoom, In person outside, or in person at the Town House. Skip would like to meet in person. Betsy is not comfortable with meeting inside at this point. Sheryl is fine with meeting outside. The next meeting will be on Zoom.

I. Library Director's Report:

1. Staff: Mary is planning to have a staff meeting next Monday. The library will be closed from 12-2 for the meeting.

2. Programs: Weekly storytime programs continue to be offered online by Amy Carter and Polly Mahoney, who still feel that young children will not be able to keep socially distant at an outdoor storytimes. Polly is planning a separate program for older children. A \$300 "Kids, Books and the Arts" grant was received from the NH State Library for a children's program which can be used after the summer season. Plans to have performer Mr. Aaron come for an outdoor event in the fall are being considered; parents are being polled. Chocorua Lake Conservancy's bats program presented by Kyle Shute on July 22 had about 30 attend. This program was recorded and posted on the library's Youtube channel.

The summer reading program has wrapped up. Some of the activities will continue into August. The summer program's sixteen "Do You Know" videos made by community members have had a total of 635 views as of August 3. "American Road Trips" discussion series had its second meeting on July 13 on Zoom with 3 attending. The wrap up meeting was held online on August 17. For August, Amy has organized two information meetings for parents interested in learning more about homeschooling. A group will be meeting regarding racism. This will be using a workbook and will meet through the end of the year. Surveys will be done in the next couple of weeks, to help with budget planning and planning programs for adults.

3. Volunteers: We have a couple who are delivering and picking up items.

Mary has a policy question about holidays (Thanksgiving and Christmas this year). Normally the Library closes the day before Thanksgiving, but would like to close for the Friday also. At Christmas, we usually close Christmas Eve and Christmas Day. Could we close the Saturday after Christmas? Would these be paid days for those who normally work those days? We will try it this year and look at policy for next. A motion to, for this year, close for the day after Thanksgiving and the day after Christmas, and revisit for policy considerations later was made by Evan, seconded by Betsy.

Allie Thompson – yes

Evan Henderson - yes

Betsy Loughran - yes

Sheryl Power - yes

Robin Gordon - yes

Skip Nason – yes

J. New Business:

1. 2021 Library Budget: What to consider when preparing first draft for September meeting? Allie asked about reallocating funds for online services, updating the network, more outdoor spaces. There is also a concern about what the Town will be able to give in the upcoming year, and if there could be a reduction. Melanie reports that revenues are down at this time. The new administrator/finance officer has started working at the Town Office. Allie recommends that we bring our full wish list, then pare it back if needed. Evan recommends allocating and prioritizing what is essential in case we need to adjust it later. Mary suggests a coding system for the budget.

K. Committee Reports:

1. Nominating:

2. Friends of CML: Friends of Cook Memorial met on Zoom on July 14 at 4:00 p.m. They have sent their appeal letter out. There is a flyer about the flower bulb fundraiser they are doing. They will be at the Farmer's Market this weekend.

3. Building & Grounds: Annual fire inspection and building occupancy permit was done on July 17. Chief Colcord provided a list of items to address, but felt that overall the library is in compliance with codes. A light bulb and a propane cutoff switch were recommended. The heating contractor would like to see two more vent stacks for the furnaces. After reviewing what needs to be done at the current level of service, Janitor will clean once or twice a week as needed.

4. Policy: Mary spoke about the Auditor recommendation that we make changes to some of the procedures. The Committee has a draft and needs to meet, then it will need to come to the next meeting. This is in regards to the Fiscal policy.

5. Technology: On July 29 Jon Rich from Cybertron NH came to look at the library's networking before preparing a quote for upgrade. Immediate need is to replace one outdated network switch which is slowing down ethernet connections. The estimate was forwarded to the Technology Committee. The immediate need will cost \$490. The entire network upgrade adds an additional \$2200. The repeaters have not proven to be consistently reliable. The update would provide access for staff only as well as public WiFi. This could be a project that the Tamworth Foundation would consider for a grant. Mary will apply for a grant from them.

6. Strategic Plan, services for older residents: We have added one more home delivery patron; a volunteer is making weekly deliveries of books to this avid reader.

7. Strategic plan, teen engagement: Seventeen teens and young adults are meeting weekly outside behind the library (wearing masks, spaced 6 feet apart) to go through the workbook "Me and White Supremacy."

8. Strategic plan, deeper community connections and understanding: We've a number of comments from residents of all ages about how much they have enjoyed the library's online posts about the Summer Program. The outdoor space behind the library has been seeing use by community for outdoor meetings and music.

Pop up activity and concerts have been happening out back.

L. Public Comment – Melanie spoke about the Selectmen having voted on discontinuing the rec program until March of next year. The school is not allowing any outdoor sports, etc. She also mentioned that there is a new administrator for the Town. Mary asked about COVID reimbursements. Will there be any? The next deadline is in the middle of September.

M. Adjournment – Sheryl made a motion to adjourn at 6:53 pm, Allie seconded.
Allie Thompson – yes
Evan Henderson - yes
Betsy Loughran - yes
Sheryl Power - yes
Robin Gordon - yes
Skip Nason – yes

Respectfully submitted,
Melissa Donaldson
Recording Secretary

Next Trustees' Meeting: Monday, September 14, 2020, 5:30 PM, via Zoom