

COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
Draft Minutes FOR January 11, 2021 – 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 September 15, 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, January 11, 2021, 5:30 p.m.

Join Zoom meeting online:

<https://us02web.zoom.us/j/86703880194?pwd=UTR0ZVpFRVIQM0I4TGNuakFXT1pOQT09>

Join by telephone: 1 929 205 6099

Meeting ID: 867 0388 0194

Passcode: 827043

- A. Call to order – The meeting was called to order at 5:32 pm by Allie Thompson.

- 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 – The following declared themselves present and alone.
 - Allie Thompson
 - Evan Henderson
 - Paul Priestman
 - Betsy Loughran
 - Sheryl Power
 - Anne Chant
 - Robin Gordon
 - Mary Cronin - Librarian
 - Melissa Donaldson - Recording Secretary

Melanie Streeter is absent.

- D. Approval of Minutes, roll call vote required
 - 1. December 14, 2020 regular meeting minutes - under Committee Reports - NH Library Trustee Assn. - clarify that Mary is working on a workshop about strategic planning for the Conference in May. Betsy made a motion to approve as amended, Evan seconded.

Allie Thompson - yes
Evan Henderson- yes
Paul Priestman - abstain
Betsy Loughran - yes
Sheryl Power - yes
Anne Chant - yes
Robin Gordon - yes

E. Treasurer's Report:

December 2020 Financial Report - Allie had a question about the salary line. Part of this is in the CARES act funding. Anne made a motion to accept, Sheryl seconded.

Allie Thompson - yes
Evan Henderson- yes
Paul Priestman - yes
Betsy Loughran - yes
Sheryl Power - yes
Anne Chant - yes
Robin Gordon - yes

1. Unanticipated funds received	
a. Conscience jar donations	17.00
b. Unrestricted donations (Thompson, Cooper)	1,100.00
c. Restricted donations (Winship MF)	500.00
d. Trustees of the Trust Funds	333.31
(library trust funds income over budgeted amount)	
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Total unanticipated	\$1,950.31

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

Allie Thompson - yes
Evan Henderson- yes
Paul Priestman - yes
Betsy Loughran - yes
Sheryl Power - yes
Anne Chant - yes
Robin Gordon - yes

F. Correspondence:

1. Letter and check from Trustees of the Trust Funds with income earned on library trust funds over the past year, totaling \$1,333.31.
2. Check from Town of Tamworth for \$1,095.07, to reimburse the library for COVID-19 related expenses that were covered under the town's GOFERR grant. (Deposited after December financial report was run.)
3. Email from Town Administrator Karen Anthony asking that library report for the town annual report be sent by January 22.

G. Old Business:

2021 Library Budget: See fifth draft. Amount of 2020 funds to be returned to town will be calculated after bookkeeper closes out 2020 on Jan. 12, provided all statements have been received. The Town Report will not be printed by the printer, so the Town is hoping to keep the reports as brief as possible. We will need three pages. Draft 6 has been sent to the Board via email. There is a change that came in after that draft as well. The phone rate went up. The increase is approximately \$160 year. The electric rates will be increasing approximately 5%. Town appropriation is \$175,320. Mary will send a new version 6 that has all up to date amounts. Discussion ensued about the library budget. Most of the money comes from taxes, with some from the Friends and through grants and donations. A motion to approve the 2021 budget draft 6 (\$205,380 total, \$175,320 town appropriation) was made by Evan, seconded by Anne.

Allie Thompson - yes

Evan Henderson- yes

Paul Priestman - yes

Betsy Loughran - yes

Sheryl Power - yes

Anne Chant - yes

Robin Gordon – yes

1. Library hours: Hours for January were changed to Mon., Tues., and Fri. 10-5, Wed. 10-8, Sat. 10-2. Differences from usual hours are closing earlier on Tuesdays and Saturdays, which is 5 fewer public hours per week. Continue same hours for February? The hours will continue through February, and this will be revisited in March.

H. Library Director's Report:

1. COVID-19 Pandemic: We suspended outdoor storytimes and group meetings in the meeting room at the end of December due to the uptick in local cases of COVID-19. If local new infections and active cases level off, Amy and Polly would like to resume outdoor storytimes with renewed safety and distancing protocols after the Martin Luther King, Jr. holiday. Short, very small group meetings (five or fewer) could resume at same time. The local COVID-19 situation is being monitored, and services will be adjusted as necessary. MWVEC had a meeting that featured Dr. Laracy, which indicated that friends and families are the common transmitters of Covid.
2. Staff: A staff meeting is being planned for February. We will close the library for a couple of hours on a Monday as we have for recent staff meetings. These meetings have been very helpful.
3. Programs: Zoom storytimes are not well attended. Parents prefer to avoid screentime for their little ones. Other online programs are doing well: Louise Wroblewski's writing programs will continue through May, and the Pontine Theatre holiday program we organized for December had about 50 people attend on their own schedule. Reviews of the Pontine program were very positive.
4. Statistics: See Year-end 2020 CML Statistics report. Mary will forward this report.

5. Kanopy Streaming Video was started at the beginning of January. There are seven users at this time. Anne recommends viewing Fishermen's Friends on Kanopy. Kanopy is for those with resident and part time resident cards.

I. New Business:

1. Jeanne O'Callaghan donation of three woodcuts by Willey Fromm: Trustee chair to sign letter of agreement for donated materials. We own the woodcut but we do not own the rights to reproduce the art, so we cannot put pictures of them on the web site.
2. Report on Town Budget hearing January 7. Electric is going up. Custodianship of town buildings was discussed. The Selectmen have budgeted for a full time custodian for the town buildings. The library is not included.
3. 2020 funds to carry over to 2021 budget, \$17,811 as follows:

Memorial/Restricted donations carried over from 2019	\$ 581.00	ChiaradonnaMF \$333.33, FrommMF \$73.72, MalenfantMF 175.00
Memorial/Restricted donations 2020	\$ 11,074.00	ChiaradonnaMF \$500.00, MalenfantMF 8108.60, SemmesMF 1916.53, Winship MF 500.00
Income from Trust Funds	\$ 1,333.00	Trust Fund income rec'd Dec. 2020
Unspent non-Town funds	\$ 83.00	Unspent: Fees income \$78.13; book grant \$0; sales \$5
Unspent FoCML funds	\$ 1,810.00	\$637.42 staff prof. dev. 2019 & 2020; \$656 outdoor space, \$300 preservation, \$100.31 programs, \$116.75 supplies
Grants	\$ 2,930.00	Tam. Fdn. for internet upgrade Jan-Mar \$240, Tam Fdn for networking upgrade \$2690

4. We are coming up on a filing period, but because the Town Meeting date is unknown, the filing deadline is unknown. If the Town Meeting is happening on time, the filing period will begin next week and end on January 29. (Allie, Betsy and Paul will need to refile and run.) Committee assignments - typically done in March, but we may be able to do this in February. Anne feels that members should start thinking about what committees they are on, and if they are interested in remaining on those committees, as well as any changes. Mary will send out the existing committee list and committee descriptions.

J. Committee Reports:

1. NH Library Trustees Association: Anne Chant - We are featured in the Trustee newsletter. January 27 at 2 pm, there will be a virtual roundtable. The May conference will focus on anti-racism, planning ahead, etc.
2. Nominating: Selectmen have appointed Paul Priestman to fill vacancy on the Board of Trustees.

3. Friends of CML: Next meeting is January 12 at 7:30 p.m. on Zoom. The Annex committee has been busy organizing the book sale room, coming one at a time to work on that. Sheryl reports that the Annex book sale room is being sorted. They did sales at the Farmer Market. They have three new board members. They are wondering if the trustees would allow them to have two members in the Annex at once. Mary feels that once the meeting room is opened back up to small meetings, that this could be a possibility.
4. Building & Grounds: Burners have been serviced. New filters were installed to bring them up to code. The cost was \$1700, due to filters that were required for filtering emissions. The work was done by a company from Effingham, AirDuct Plus.
5. Policy: Working on Earned Time policy to replace Vacation, Sick Leave, Bereavement Leave, and Personal Days policy, and Holidays policy. Set up committee meeting to draft new policy, and schedule meeting with staff for input and discussion. Robin is waiting for some information from Melanie Streeter regarding what the Town had found for information about this. Once we get this information, a committee meeting will be set up. Mary also asked about a policy for non-resident cards.
6. Personnel: Library Director's Goals for 2021 are coming soon.
7. Technology: Network upgrade will be scheduled as soon as parts arrive. A Chromebook was ordered with 2020 technology funds. It will arrive in February.
8. Strategic Plan, services for older residents: Mary Cronin will meet again with statewide group interested in telehealth and libraries. A Valentine's Day card/penpal initiative is in the works to connect community members with shut-ins and nursing home residents.
9. Strategic plan, teen engagement: Mary and staff will work on all ages virtual programming that welcomes teen input for both planning and participation.
10. Strategic plan, deeper community connections and understanding: The "Face to Face: Zoom Conversations with neighbors" series of programs are underway. Amy has heard a lot of positive feedback about the series, and there are a lot of community members involved in the planning, promotion, and presentation. The film showing of "Communities and Consequences II: Rebalancing New Hampshire's Human Ecology" will take place on Tuesday, January 26. Mary has spent a good amount of time coordinating this event that will have regional and statewide participation, promotion, and attendance. Mary has a meeting scheduled with PBS. Panelists are being lined up. Mary has asked the MWVEDC to assist with promotion. The film is available on the PBS website. The event will take place at 6:30 pm.

K. Public Comment-none

L. Adjournment – Betsy made a motion to adjourn at 6:50 pm, Evan seconded.
Allie Thompson - yes
Evan Henderson- yes
Paul Priestman - yes
Betsy Loughran - yes

Sheryl Power - yes
Anne Chant - yes
Robin Gordon - yes

Next Trustees' Meeting: Monday, February 8, 2021, 5:30 PM, online on Zoom.

Respectfully submitted,
Melissa Donaldson
Recording Secretary