

**COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING**  
**Minutes FOR August 8, 2022 – 5:30 PM at the library**

- A. Call to order – The meeting was called to order at 5:31 pm by Allie Thompson.
- B. Introductions and Attendance Present are: Allie Thompson, Evan Henderson, Paul Priestman, Lew Prilliman, Kris Rines, Betsy Loughran, Anne Chant (5:34) Mary Cronin-Librarian, Karl Behr-Selectmen’s Representative.
- C. Approval of Minutes
1. July 11, 2022 regular meeting minutes –Paul made a motion to approve, Evan seconded. APPROVED
- D. Treasurer’s Report:
1. July 2022 Financial Report – Adult programs is under income and should be under expense, \$112.50. Kris made a motion to accept, Lew seconded. ACCEPTED
  2. Unanticipated funds received

5K Race proceeds over budgeted	1,440.00
Conscience jar donations:	9.00
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Total unanticipated	\$1,449.00

Betsy made a motion to accept, Paul seconded. The unanticipated funds were accepted. \$2440 was made from the race, but \$1000 was anticipated. The \$1440 was unanticipated.
- E. Correspondence: Allie received email from the Town Administrator. We are encouraged to adopt a town email address. The Board agrees that everyone should have a town email address.
- F. Old Business:
1. Capital Improvement Program: The CIP Committee will hold a public hearing on September 14 at 6:00 PM. A grant has been received to do an energy audit. The report will be here at the end of September. Results of that audit may make it reasonable to push the air conditioner project ahead a year. Mary will contact Kathi Padgett.
- G. Library Director’s Report:
1. COVID-19 Pandemic: Still providing masks, but not requiring.
  2. Programs: Summer Reading Program events have had strong participation. Storytime has 30-40 attending each week. Music programs are popular. Next

summer, Saturday music will be dropped as a library program or have a shorter schedule due to resurgence of other opportunities for local musicians.

3. Staff: Chris Clyne has spent time cleaning out and organizing book sale donations for the Friends' book sale. The Annex basement storage room now has space for much-needed library storage with less space reserved for book sale donations. All staff members have been filling in to cover others' vacations, it is great to have such flexibility in scheduling. The Book Sale went well.
4. Grant-funded internship: The SHARP grant remaining funds need to be expended by Dec. 31 or returned. A second intern is lined up to do some additional work on the Tamworth history digital archive, working on a new project to get old Tamworth town clerk record books accessible to researchers online.
5. Fundraising: Quilt raffle tickets are on sale, drawing will be held on October 1.
6. Bookmobile Committee: Met on August 1, minutes are available to review. Vision and Mission Statements for the NHLC Bookmobile were adopted. A mission statement for NNHLC needs to be developed. Mary will email it to the members. Anne read the vision and mission statements that she had in her notes.

#### H. New Business:

1. Public hearing to accept funds: A donation of \$5,000 was received from Joan Spalding via the Friends of Cook Memorial Library. A public hearing will need to be scheduled in order to accept the funds. The hearing will need to be noticed in the newspaper 7 days before the hearing is held. The hearing will be held at 5:30 pm on September 12, 2022. Mary will send to the paper.

#### I. Committee Reports:

1. NH Library Trustees Association – Anne – not a whole lot to report on. They are working on next year's big gathering on May 9. The NHLTA now has a Facebook page.
2. Nominating
3. Friends of CML: Book Sale was held on August 6. \$721 was raised at the sale. About half of the books sold. Next board meeting is September 13, 2022. Annual meeting (held outside, hopefully – rain location is the Town House) is on Saturday, September 24. Guest speaker will be NH author Ken Sheldon. Their mailing has been sent out.
4. Building & Grounds: Energy Audit grant application was submitted and it has been approved. The library is responsible for paying one quarter of the cost (\$600). The audit will be held September 12 at 8 am. The side walkway project has yet to be started. The carpet in the entry area is showing some dark stains, possibly due to

local paving projects getting tracked in. It is the black rubber mat in the front. The carpet needs to be cleaned again.

5. Policy: Met on August 8, 2022 before the Trustees' meeting. Betsy gave an overview of what they are working on. Evan spoke about the changes that are being made. They are very minor changes.
  - a. Working on a policy about cybersecurity and reviewing the current disaster plan – a simple policy will be sent out next month. This is an interim policy because we would like to follow it and review it. Collect as little information as possible for these computer systems.
  - b. Review V. D. Stewardship Policy - Kris made a motion to approve, Allie seconded. APPROVED
  - c. V. E. Disasters and Inclement Weather Policy - Active shooter policy – we already have a behavior policy. We will add a section about what to do if this is a physical threat. Call 911. There is a video regarding active shooter that the staff should review yearly. This policy should be ready for review in September.
6. Personnel:
7. Technology: Working on switching to Google Workspace for Nonprofits at no charge. Verification process has many steps so far. Mary found out today that it was approved.
8. Strategic plan, 2023-24 update: Community survey is underway. Approximately 100 responses have been received so far.
9. Strategic plan 2022 priority, traditional library services: Included questions about reading and learning in the survey
10. Strategic plan 2022 priority, hybrid programming:
11. Strategic plan 2022 priority, enhance outdoor spaces:
12. Strategic priority, support mental health:
13. Strategic priority, foster deeper community connections and understanding:

J. Public Comment

K. Adjournment – Evan made a motion to adjourn at 6:23 pm, Betsy seconded. The meeting was adjourned.

Respectfully submitted,  
Melissa Donaldson  
Recording Secretary

Next Trustees' Meeting: Monday, September 12, 2022, 5:30 PM