

**COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING**

**Minutes for June 13, 2022 – 5:30 PM at the library**

- A. Call to order – The meeting was called to order at 5:30 pm by Allie Thompson.
- B. Introductions and Attendance – Present are: Allie Thompson, Anne Chant, Kristine Rines, Lew Prilliman, Evan Henderson, Paul Priestman, Betsy Loughran, Karl Behr- Selectmen’s Representative, Mary Cronin-Librarian. Kyle Ball is also present.
- C. Approval of Minutes
1. May 9, 2022 regular meeting minutes – Evan made a motion to approve, Anne seconded. APPROVED
- D. Treasurer’s Report:
1. May 2022 Financial Report – Lew made a motion to accept, Kris seconded. APPROVED
  2. Unanticipated funds received

Conscience jar	46.00
Donations: Moscovitch, Whipple	370.00
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Total unanticipated	\$416.00

Betsy made a motion to accept, Allie seconded. APPROVED
- E. Correspondence: Phone call to Mary Cronin from Donna LaBonte regarding making a donation via wire transfer. After consulting with Treasurer Evan Henderson and Stephen Buckley, Legal Services Counsel for NH Municipal Association, Mary let Ms. LaBonte know we cannot accept wire transfers at this time. Attorney Buckley provided some guidelines for developing a policy for accepting wire transfers.
- Lew – re: David McPhail’s paintings – she wrote them a note and received a reply that was shared with the Board.
- F. Old Business:
1. None at this time
- G. Library Director’s Report:
1. COVID-19 Pandemic: Still providing masks, but not requiring.
  2. Programs: Summer Reading Program begins on June 17. Summer music programs are scheduled and begin in July. This summer there will be three more programs in

the “Wabanaki History, Ecology, and Experiences” cosponsored and cohosted with Chocorua Lake Conservancy.

3. Staff: A staff meeting was held on June 6. Staff reviewed feedback from community forums and conversations with town organizations.
4. July 4th 5K race and parade: Parade float will be constructed by Priestman family, 4-H Youth Leadership team will hopefully ride on it in the parade. Victor and Karen Vitek will drive the “Tamworth Mobile Library” in the parade.
5. Director: Mary Cronin has been attending meetings of the NHLA Sustainability Committee. Mary will attend a training at the Computational Thinking for Young Coders Workshop at the State Library on June 16.
6. Bookmobile Committee: Met on June 6, discussed need for a Vision Statement. Will plan a committee retreat-style meeting to develop one. Grant will pay for each of the four libraries to become members of the Association for Bookmobile and Outreach Services as well as help to cover legal fees to review revisions to NNHLC Bylaws to be a fundable entity. The Coop may be a better entity for the bookmobile program.

Allie asked about the program that was held yesterday. Approximately 5 teens and 8-10 adults attending. Origami and fly tying were featured, as well as a drone and remote control car demonstration. Jewelry and painting with flower workshops were also held. Next time it will not be held on a Sunday.

Polly and Mary attended Family Night at the school. This was an activity based program.

#### H. New Business:

1. Capital Improvement Program 2023-2028: Kyle Ball from CIP Committee. Cook Memorial Library has three projects on the 2022-2027 CIP that Buildings & Grounds committee recommends including on 2023-2028 CIP:
  - a. 2023: Air conditioners for \$18,500 (estimate provided last fall is now too low, waiting on updated estimate)
  - b. 2025: Replace furnace installed in 2017 based on 8-year life cycle for \$9,000 (estimate is likely too low)
  - c. 2027: Replace furnace installed in 2019 based on 8-year life cycle for \$9,000 (estimate is likely too low)

B&G Committee will explore more sustainable heating/cooling options, will arrange for an energy audit for advice and recommendations.

Mary will email Kyle if she received updated quotes. Kyle recommended adding on a buffer for price inflation.

Outside painting will need to be done in 2024 or after. Previously it was less than \$5000 – but it may not be now.

I. Committee Reports:

1. NH Library Trustees Association – Anne – 257 people attended the NHLTA Conference. They are working on a budget workshop to be held on August 9.
2. Nominating - nothing
3. Friends of CML: Next meeting is July 12, 2022. Plant Sale and Calendar Raffle was held June 4, proceeds are still being tallied. Kris reported that they discussed the plant sale and the calendar raffle that were being held during the past month. Results of the plant sale will be totaled and announced soon.
4. Building & Grounds: Met on June 6, 2022 to discuss current year projects, CIP, and future projects to prepare for in case grant money becomes available. Smaller project – the bathroom needs some repairs.
5. Policy: Met on June 1, 2022. See Policies to review and discuss at today's meeting:
  - a. Continue review of IV.C.8. Animals; review changes to pronouns in I.C.; I.E.4.; III.E.; V.E; review revisions to V.A., V.B., V.C., last reviewed in 2016.

Betsy spoke about the policies that they have been working on. All of the his/her have been corrected. The Animal Policy was distributed to the Board. Betsy spoke about 4C.8.a and the wording they have created for this. Anne feels differently, as she has been told about specific questions that you can ask people about their dogs. This policy will be reviewed again to see what the language is at other libraries. Anne will attend the meeting, which will be scheduled later this evening. The Board members offered their opinions on how they feel about animals in the libraries. More people would rather limit to physical or emotional needs.

Re: the pronouns – there is a point about the wording under bomb threats. Also, change chairperson to chair.

Disaster Preparedness – take out the month of May, and make it annual or bi-annual review.

Health & Safety – drop providing = just maintaining the premises. Under ventilation, drop distributed.

Maintenance – section 3 is to be removed. Chairmen needs to be corrected to Chair. All instances in the policy will be changed.

A motion to accept the changes in pronouns and to accept the small revisions to the other three policies was made by Allie, seconded by Lew. APPROVED

6. Personnel: Staff recognition event for Peggy Johnson's 20-year anniversary as library employee is scheduled for Tuesday, June 28 at 6:30 PM. Lew will write a note to Penny to thank her for the cards she provided. The Trustees are doing the recognition. Cookies and water will be served, and it will be held outside. Board members will provide cookies and cakes. Mary will speak, and other staff can if they would like. Allie is prepared to speak at the event.
7. Technology: Change to Google Workspace necessitated by end of free access to G-Suite is causing problems with staff email access. Solutions being investigated are figuring out Google's increased security requirements or switching email to the same hosting service as our website. Paul offered to assist Mary with this problem.
8. Strategic plan, 2023-24 update: Reports from feedback sessions are ready to review. Final feedback meeting is June 16, 2022 with the Tamworth School Board. Kris Rines will attend. Survey draft is in the works, release with July newsletter and continue through early September. Offer respondents a prize as an incentive for taking the survey?

Mary distributed the list of survey questions for review.

Question 4 – Check all that apply – How do you like to learn new things? Internet search, attend class/workshop, program/presentation/slideshow, ask friends,/family/neighbors, post on the exchange or other internet forum, read (books)

Question 5/7 – books and collection – book circulation is climbing slowly, audio and ebooks are climbing faster, audio/cd are at about half of what they were. Did you find what you needed? Have you been able to find ....? How satisfied are you with the ease of getting materials from the library....physical materials, then online materials.

Question 6 – What barriers did you encounter? How easy has it been to get physical materials from the library. Same question for online materials.

Send the test survey out to have Board members take it and give feedback.

Equipment – sewing machine, drone, etc. Gardening equipment? List items other libraries have, and ask people if they would be interested in this. Outdoor tools, craft tools, outdoor tent, camping equipment, high chair, etc. for visiting family. Anne also suggested possibly having a resource list. Coordinate with the rec director? Moultonboro has technology kits, Madison has cooking equipment (cake pans).

Programs – related to the how you like to learn new things....what kinds of programs, ages? Separate survey? Use that space to mention the bookmobile and gather some feedback. Where should it stop? What types of books will be on it?

Demographics of level of education?

\$50 gift certificate at a Tamworth Business of your choice – offer as an incentive for taking the survey.

J. Public Comment- none

K. Adjournment- Betsy made a motion to adjourn at 7:35pm, Evan seconded. APPROVED

Next Trustees' Meeting: Monday, July 11, 2022, 5:30 PM

Respectfully submitted,

Melissa Donaldson

Recording Secretary