

**COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
AGENDA FOR May 11, 2020 – 5:30 PM electronically via Zoom**

Meeting notice was posted online at the library website, on the Tamworth Exchange Google Group, and a printed notice was posted at Tamworth Post Office on April 24, 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 meeting at the library. All are invited to attend.

Topic: Cook Memorial Library Board of Trustees Meeting

Time: Monday, May 11, 2020, 5:30 p.m.

To join the Board of Trustee meeting with video conferencing on a computer or mobile device:

<https://us02web.zoom.us/j/91161556923?pwd=dkZ5ZTlwVG4NTZlYitLdjYxVm0xUT09>

Meeting ID: 911 6155 6923

Password: 596629

To join the meeting using a touch-tone phone, dial into the meeting with one of the following phone numbers (audio only), followed by the meeting ID and password when requested to do so:

Dial by your location

- +1 312 626 6799 US (Chicago)
- +1 929 205 6099 US (New York)
- +1 253 215 8782 US
- +1 301 715 8592 US
- +1 346 248 7799 US (Houston)
- +1 669 900 6833 US (San Jose)

Meeting ID: 806 889 288

Password: 688601

- A. Call to order
- 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

- D. Approval of Minutes, roll call vote required
1. April 13, 2020 regular meeting minutes
 2. April 27, 2020 emergency meeting minutes
 3. April 27, 2020 emergency meeting nonpublic minutes
- E. Treasurer's Report:
1. April 2020 Financial Report
 2. Unanticipated funds received

a. Restricted donation for DVDs	\$35.00
<hr style="border: 0.5px solid black;"/>	
Total unanticipated	\$35.00
- F. Correspondence:
1. Email on 5/6/2020 from New Hampshire Humanities announcing award of CARES Act General Operating Support Grants in the amount of \$7,500 for general operating and programming support.
 2. Email on 5/7/2020 from New Hampshire Library Trustees Association about renewing Trustees' memberships.
 3. E-Court notification on 5/8/2020 from Ossipee Probate Court regarding Sharon Malenfant Estate; assent to first and final accounting filed by NH Division of Charitable Trusts.
- G. Old Business:
1. Northern NH Library Cooperative annual meeting was held online on April 29. Mary Cronin and Sheryl Power attended as Cook Library representatives. The cooperative will look into adding text notification function in the coming year. Everyone reports Conway's joining the cooperative has been positive.
 2. Library reopening plans: The Re-Opening Your Library Best Practices Task Force shared an update on 5/7/2020. They expect to issue their report on May 21.
 3. Resuming in-person library services: A new "Welcome Back Committee" met on Tuesday, May 5 to discuss how the library would move to next stage of resuming services, curbside pickup. Sheryl Power, Amy Carter, Chris Clyne, and Mary Cronin make up this committee. Committee is working on protocol for working in the building based on Governor's Stay at Home 2.0 guidelines, sourcing supplies needed to follow new protocol, procedures for staff filling patron requests and handling returned items, and communication for the public to explain the how this will look from their perspective. Decide on date to begin? Services to consider resuming next are home delivery with volunteer drivers and document services.
- H. Library Director's Report:
1. Staff: Library staff has been informed of changes to budget to be discussed at this meeting, and the new schedule when curbside pickup service resumes. Staff meets weekly online for an hour.

2. Programs: Weekly storytime programs continue to be offered online by Amy Carter and Polly Mahoney. Online storytime programming takes longer to prepare and requires two people in order to have it go smoothly. Carol Jowdy's online garden design program had 31 in attendance. NH Humanities presenters can offer programs online, so our writing program planned for May 18 will go on as planned, only online with Zoom. The Votes for Women NH Humanities program planned for later this month cosponsored by Tamworth History Center has been scheduled as an online program on June 2. Amy Carter has contacted several of our regular local program presenters to see who may be willing to do an online program. Summer Reading Program will have an online component provided by the NH State Library. NH Downloadable Books got a CARES Act grant to provide downloadable copies of summer book group books. Amy Carter, Polly Mahoney, and Peggy Johnson met on May 11 to brainstorm summer reading program ideas. Amy is also collaborating with area children's librarians and with the school.
3. Collections: Through the "new books for the library" partnership with White Birch Books, we have added 13 new books to the library's collection, 10 were donated and 3 were purchased based on patron request. This program can continue indefinitely.
4. Outreach and collaboration: Our staff continues doing outreach to our community in multiple ways, communicating with the school, other nearby libraries, patrons, and town officials. Peggy Johnson and Mary Cronin worked with members of the Tamworth Recycling Project to make a tic-tac-toe game for Earth Day. This was shared with the K.A. Brett School principal, who shared it with students and parents. The Tamworth Daily Bulletin is now the Tamworth Weekly Bulletin, published on Wednesdays and shared on the Tamworth Exchange, the library website, and posted on some bulletin boards around town. The library lent the Selectmen a laptop computer and conference cam, and has set up online access to Selectmen's meetings using the library's Zoom account.

I. New Business:

1. Library budget: See draft Library 2020 Budget summary and detail with adjustments to save town appropriated funds and library funds in response to anticipated revenue shortfalls. Recent award of CARES Act grant is included in this budget.
2. Discussion of the library's role in supporting Tamworth kids this summer.

J. Committee Reports:

1. Nominating:
2. Friends of CML: Forty-seven children received or will receive a new book or magazine subscription in the mail through the Friends' "Books for Kids" project. Friends of Cook Memorial will meet online with Zoom on May 12 at 4:00 p.m.
3. Building & Grounds: Quality Insulation will install attic insulation on May 20-21. No staff will be scheduled to work at the library on those days. Mary will let the installers in the library. Shall we think about more seating and shade/rain protection for people using the library's wireless connection outside the library?
4. Policy: The Pandemic Policy adopted at the April 27, 2020 meeting was shared with library staff and posted on the library's website.

5. Technology: Two wifi extenders have been installed to push library's wireless internet signal further in front and in back of the building.
6. Strategic Plan, increase awareness of online services: Library staff is providing one-on-one assistance over the phone and email to patrons who need help using the library's online resources.
7. Strategic Plan, services for older residents: Library staff continues to call patrons who are likely to be isolated during this time.
8. Strategic plan, teen engagement: Mary Cronin still needs to contact the teen group that meets for D&D and see if they need support or a way to connect online.
9. Strategic plan, deeper community connections and understanding: It feels like all of our work since we closed can be categorized this way.

K. Public Comment

L. Adjournment

Next Trustees' Meeting: Monday, June 8, 2020, 5:30 PM, meeting method to be determined