

COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
Draft Minutes FOR October 12, 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 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, October 12, 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 5:43 pm by Allie Thompson. Present are: Allie Thompson, Evan Henderson, Anne Chant, Sheryl Power, Robin Gordon, Betsy Loughran, Skip Nason, Melanie Streeter, Mary Cronin-Librarian, Melissa Donaldson-Recording Secretary. Kevin Mahoney is also present.

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 - All attendees confirmed that they are present, and alone

D. Approval of Minutes, roll call vote required

1. September 14, 2020 regular meeting minutes -- Evan made a motion to approve, Betsy seconded.

Allie Thompson – yes

Betsy Loughran – yes

Anne Chant – yes

Evan Henderson – yes

Sheryl Power – yes

Robin Gordon – abstain

Skip Nason – yes

Nominating committee discussion is held at this point. Kevin Mahoney is present, and wants to know if candidacy is compromised by being married to a library employee. There is no policy against this. The Board is responsible for the setting of wages. Robin suggests that he would be able to recuse from discussions involving employees. He is also on the Tamworth School Board.

F. Treasurer's Report:

September 2020 Financial Report –Anne made a motion to accept, Sheryl seconded.

Allie Thompson – yes

Betsy Loughran – yes

Anne Chant – yes

Evan Henderson – yes

Sheryl Power – yes

Robin Gordon – yes

Skip Nason – yes

1. Unanticipated funds received

a. Friends' donation for Preschool Yoga 2020 440.00

b. Conscience jar donations 10.00

c. Memorial Donations for Joe Semmes 1470.00

d. Memorial Donation for Susan Chiaradonna 500.00

e. Donation for books (Heimlich, Goldhor) 40.00

Total unanticipated \$2460.00

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

Allie Thompson – yes

Betsy Loughran – yes

Anne Chant – yes

Evan Henderson – yes

Sheryl Power – yes

Robin Gordon – yes

Skip Nason – yes

G. Correspondence: none

H. Old Business:

1. 2021 Library Budget: See second draft. The Town should be sending out information this week. Staffing numbers have been updated. Memorial funds are now listed on separate lines. The income lines may change. Trust funds will not be definite until the end of December. Mary reviewed the line items in the budget, both income and expenses. One staff member has resigned, but staff members are willing to fill in and cover her hours. Wages (part time that started less than five years ago) are low when compared to what other libraries are paying. A spreadsheet will be available, hopefully for the next meeting. Mary will check the internet numbers. Allie spoke about annual raises that are typically voted on. A merit based structure is discussed. New hire salaries have been increasing as libraries attempt to fill spaces left vacant.

I. Library Director's Report:

1. Staff: Lucy Gatchell has organized the October-November community art exhibit on display now. The theme is "All Things Water."
2. Programs: Amy and Polly have held two outdoor storytimes so far, and plan to continue as long as the weather is fair. They are offering a Zoom option, too. Polly completed one group's three-week Play Pod class, and has two more lined up. The race and racism discussion group met on October 7. A survey will be taken to determine when and how the group will meet in the upcoming weeks. Zoom programs included one on weatherization with Button Up NH, and a NH Humanities program on Racial Struggles in the Northeast cosponsored by five libraries. Upcoming Zoom programs are Louise Wroblewski's two-part writing workshop, a Chocorua Lake Conservancy on birds and migration, and a NH Humanities program, "How fresh water has shaped NH."
3. Survey results: Mary has compiled results of the Online Materials survey. The Programs survey has ended and results will be compiled soon.
4. Professional development has been/is being attended by Mary and another employee.
5. The American Library Association has sent information about a grant opportunity. Thrive is a key word this year. Mary will forward information to the Board, and welcomes feedback on ideas.

J. New Business:

- 1.

K. Committee Reports:

1. NH Trustees Association: Anne Chant - did not meet in October. A virtual roundtable was held in September. All libraries are doing things differently.
2. Nominating: Discuss appointment to fill Trustee vacancy. Mary had a second person who requested information about filling the vacancy, but had only initial contact with that person. An introductory email would be welcomed, with Kevin introducing himself. Allie will follow up with Kevin.
3. Friends of CML: no meeting has been held
4. Building & Grounds: A propane delivery was scheduled since tank was quite low. Irving reported they thought we should have had enough fuel for a while. Last delivery was at the beginning of May. Irving technician suggested having systems looked at. A call has been made to Duchesne Heating. Mary will begin the process of finding someone else if she doesn't hear back. She will also check with Larry Nickerson. She ordered an air purifier for the meeting room downstairs.

Policy: Review new Pandemic Meeting Room Use Policy. Robin would like to know if there should there be a contact tracing list? If there is a virus exposure, the Library would inform the head of the group that was there. That person should obtain and hold contact information of all attendees. Attendees must be masked and answer the questions about potential exposure/symptoms. Discussion was held regarding the CDC procedure for deep cleaning and closure in the event of a positive case. Mary read her

corrections to the policy. Betsy made a motion to accept the policy as amended, Skip seconded.

Allie Thompson – yes

Betsy Loughran – yes

Anne Chant – yes

Evan Henderson – yes

Sheryl Power – yes

Robin Gordon – yes

Skip Nason – yes

5. Personnel - Sheryl - time for the evaluation of the Library Director. Forms will be dropped off at the Library for the staff and the Trustees. Sheryl will need them returned before the next meeting. Sheryl will be absent from the next meeting. Betsy has joined the personnel committee.
6. Technology: Tamworth Foundation will grant funds for network upgrade. State Library's grant for Chromebooks and iPads that our library was included in was not funded by IMLS.
7. Strategic Plan, services for older residents: We have two new volunteers for home delivery and information about home delivery will be shared with meals on wheels recipients.
8. Strategic plan, teen engagement:
9. Strategic plan, deeper community connections and understanding:

L. Public Comment – none

Thank you to Skip Nason for his years of service.

M. Adjournment -- Skip made a motion to adjourn, Evan seconded.

Allie Thompson – yes

Betsy Loughran – yes

Anne Chant – yes

Evan Henderson – yes

Sheryl Power – yes

Robin Gordon – yes

Skip Nason – yes

The meeting was adjourned at 7:27 pm

Respectfully submitted,

Melissa Donaldson

Recording Secretary

Next Trustees' Meeting: Monday, November 9, 2020, 5:30 PM, meeting method to be determined.