

COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
DRAFT MINUTES FOR September 12, 2016 – 6:00 PM @ LIBRARY

Called to order at 6:03 p.m.

Members Present: Anne Chant, Sharon Nothnagle, Robin Gordon, Steve Gray, Skip Nason, Cheryl Power, Mary Cronin, Allie Thompson, Linda Bittner. Absent: none

Approval of Draft Minutes of August 8, 2016. A motion to approve was made by Skip. Seconded by Sharon. APPROVED

Treasurer's Report:

1. August 2016 Financial Report – A motion to accept the financial report was made by Linda. Seconded by Skip . APPROVED Allie responded to two questions from last month's meeting. The copier was budgeted a certain amount for each month. This month it was filled, and anything beyond that is now unanticipated. The trust funds – our funds are held by the Trustees of the Trust Funds so they are recorded monthly (or quarterly) in their organization, but we receive it once a year. Allie also pointed out that the check that was written to the Town for 2015 expenses was still showing on the reports, but has been resolved with the bookkeeper and will no longer appear on the reports.

2. Anticipated funds

Library sales	74.75
<u>NHH grant</u>	<u>250.00</u>
Total anticipated	\$324.75

3. Unanticipated funds

Conscience jar donations	50.25
Copier/Fax fees	180.50
Lost item fee	12.50
Sedgwick/Foroohar	178.00
<u>Dyrenforth</u>	<u>25.00</u>
Total unanticipated	\$446.25

Sedgwick/Foroohar are authors who donated books to be sold at the Library. A motion to approve the unanticipated funds was made by Allie. Seconded by Robin . APPROVED

Correspondence: New Hampshire Library Trustees Association sent the newly revised Trustees Manual. One copy is available. PDF is available on the web.

Old Business:

1. New Hampshire Retirement System: review decision on funding in 2016 (see minutes from August meeting). Vote needs to be taken to approve participation with the NHRS. A motion was made to approve participation with NH Retirement for all Group 1 employees effective November 1, 2016. Seconded by Skip. APPROVED Anne and Cheryl will sign the form.

2. CIP (Capital Improvement Program): CIP Committee will hold a hearing on Sept. 15 at 7 pm to review the 2017-2022 report.

3. Personnel Policies, Section II, A-O: Revisions were approved in August, policies as revised still need final approval. Skip made a motion to approve the revisions to the Personnel Policy Section 2 A-O. Robin seconded. APPROVED

Library Director's Report:

1. Programs: Adult programs in August included three Music on the Lawn performances, book group, writers' group, and climate change film and discussion. Children's/Teens' programs included three storytimes, two afternoon activities (Squam Lakes Science Center and a craft program), a kids' book club, two maker programs with the State Library's button maker, and drop-in Lego time. We were asked to host a candidates' night, and offered to provide meeting space if person who asked coordinated invitations and moderation.
2. Outreach & Collaboration: CML and Friends of CML had a table at the Economic Development Commission's Street Fair on August 6th. A number of local authors volunteered to come exhibit at this table. Barnstormers used the library's lower level entrance to provide restrooms for their August 28 auction.
3. Technology: The Chromebox and Chrome license has been received; it will be set up as the public catalog search station.
4. Personnel: Mary is scheduling annual staff review meetings, which will be held with each staff member by the end of September. It is also time for the trustees to do Mary's review.
5. Volunteer breakfast September 30 at 9 am. Trustees are invited. Mary has 12 volunteers currently. Mary will get thank you gifts. Please RSVP if you plan to attend. The staff is bringing most of the food.
6. The State library just released their statistics regarding salaries. Skip has reviewed, even though it is only two years old, it is old now. Mary will send the spreadsheet to Skip.

New Business:

1. 2017 Budget: Draft budget will be prepared by Mary before October Trustee meeting. Send suggestions for draft budget to Mary. Plan a meeting to review draft budget before October Trustees' meeting. There will be a review before the next meeting, at 5 pm, on October 3, 2016. The meeting will be moved to one week earlier due to the holiday.

Committee Reports:

1. Friends of CML: Next board meeting is September 13. Annual meeting with program and lunch will be on Sept. 24, 11:30. Mary has prepared a "director's wish list" for FoCML to consider funding in 2017. Robin will encourage them to look at their bylaws.
2. Building & Grounds: Disaster plan update is still in process. They may meet at 4 pm on October 3 for this. Skip contacted Eastern and secured a contract price of 1.190 per gallon for propane for 2016-17 heating season. Tamworth Lyceum will be rebuilding pathway between it and the library to provide better access to rear of building and improve drainage. They asked if they could remove overgrown yew tree on front corner of library lot while they had equipment. Mary checked with garden club volunteers who planted the tree and with Skip, and all agreed removing it would be an improvement. Work will begin on Sept. 21. Plans for replacing it with small flowering shrubs are in process.

Public Comment: Steve went to the Municipal Records Committee meeting. Conservation Commission has to keep paper records. The subcommittees (or an individual from the subcommittee) keep a lot of records at their house. There is now a law that allows anything that is supposed to be kept more than 10 years can now be

kept in paper, microfilm, or digitally as a PDF. The library may be different, but Steve is hopeful that records can now be scanned and that the committees will budget for that to happen. Steve also asked about the sick day pool. Darlene is trying to figure out how this will work because it is not the same budget.

Adjournment: A motion to adjourn was made by Skip at 6:52 pm. Seconded by Sharon. ADJOURNED

Next Meeting:

Monday, October 3, 2016, Cook Memorial Library—6:00 PM
Budget review will be held at 5 pm, prior to the meeting.