

COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
Minutes - June 11, 2018 – 5:00 PM @ LIBRARY

- A. The meeting was called to order at 5:03 pm by Anne Chant. Present are: Anne Chant, Robin Gordon, Evan Henderson, Skip Nason, Allie Kaplan-Thompson(5:41 pm) Willie Farnum – Selectmen’s Liaison, Mary Cronin- library director, and Melissa Donaldson – recording secretary. Susan Ticehurst (CIP) is present also.

Absent: Linda Bittner

- B. Correct spelling of Jeanne Chester. Skip made a motion to approve the minutes of the May 14, 2018 regular meeting as amended, Robin seconded. APPROVED

C. Treasurer’s Report:

1. May 2018 Financial Report – Evan made a motion to approve, Skip seconded.
APPROVED
2. Unanticipated funds received
 - a. Conscience jar donations 9.16

Total unanticipated \$9.16

Evan made a motion to accept the unanticipated funds, Sheryl seconded. APPROVED

- D. Correspondence: None.

E. Old Business:

1. Capital Improvement Program 2018 update: Susan Ticehurst from the Capital Improvement Program Committee will attend today’s meeting to discuss library’s capital projects for 2019-2024. CIP committee asks for updates to be submitted by July 17, 2018. Susan reviewed the existing plan and asked if there were changes or additions to the plan. The estimates for the carpet and book/shelf moving will be available within the month. It is under consideration about moving it out another year, depending on what the CIP comes out looking like. The air conditioner compressor needs repair. Consider getting estimates on 2 air conditioners.

F. Library Director’s Report:

1. Programs: Kids’ programs in May included three storytimes (one was a Maypole dance at the playground), one book club, two meetings of Lego Club, two meetings of the 4-H Maker Club led by Claes Thelemarck, and weekly meetings of Baby Lapsit time. An all-ages Maypole dance was held on May 1 on the Village Green in front of the Tamworth History Center; 20 people attended. Adult programs included a book discussion, a discussion on books on immigration led by Louise Wroblewski, a presentation on plants in the Chocorua Basin by Lynne Flaccus of the Chocorua Lake Conservancy, a hiking talk and slideshow by Ed Parsons, a presentation on solar power for homes by Tin Mountain Energy Team. Amy Carter has Summer Reading Program planned and will attend Family Night at K.A. Brett School on June 12 to sign

kids up. The July 4th Ordination Rock 5K Race registration is open. Volunteers are being recruited to help out. We are looking for volunteers to help put together a library float for the parade on July 4th. Libraries rock is the theme.

2. Staff: Mary Cronin attended a webinar hosted by Libraries Transforming Communities on Conversation Café, and a Lynda.com training on communication using the license provided by NH State Library for library staff training.
3. Outreach: Kathie Dyrenforth brought books and library info to WIC at the Tri-County CAP building on May 16. Amy Carter and Mary Cronin met with K.A. Brett School librarian Lisa Palmer and reading teacher Katherine Nelson on May 30 to discuss collaborating on our Summer Reading Program and making sure students have access to books this summer. Peggy Johnson and volunteer Millie Streeter compiled items from the library's archive room to be displayed at the Arts Council of Tamworth's 50th anniversary celebration. Mary Cronin met with Remick Acres manager Susan Harris on May 30 to pick up a key to their meeting room to use for supplying books for their book swap table, and to leave information about the library and home delivery for residents. On June 7, Chris Clyne and Mary met with new volunteer Jackie Thompson to brainstorm ways to get books in the community. Anne has the form for the NH Retirement System that needs to be filled out.

G. New Business:

1. Exterior Painting: an estimate for painting the newer sections of the building has been received from Michele Killeen. She has given an estimate done by the hourly rate. It is approximately \$3000. She will paint all the non-lead areas. She has insurance. The Board would like to accept this bid. Skip spoke to Jeanne at length, and she is not going to have time to do it. He contacted Linda Williams who said that her brother is lead certified and would contact us, but we have not heard back from him.
2. Northern NH Library Cooperative: Mary Cronin went to a meeting of library directors of Jackson and Madison Libraries, one Trustee from Madison Library, and director of Conway Public Library on June 7 to discuss logistics of Conway Public Library joining our cooperative. All involved Trustees boards are asked to compile a list of pros and cons, questions to be answered, and issues to be considered at their July and/or August meetings. NNHLC will meet again in September to review the lists and make a plan to research and report on requested information.

H. Committee Reports:

1. Friends of CML: Plant Sale on June 2nd was successful. They did better than last year. The book sale did well also. They are working on a raffle for a quilt that they have.
2. Building & Grounds: See exterior painting under new business. One air conditioner compressor unit is not operating and needs repair. Mary has spoken to the repairman and he will be coming. The Disaster Plan updated earlier this year is still up-to-date with the exception of Annual Fire Inspection and occupancy certificates.
3. Strategic Planning:

- Community survey for June-July: review draft. Survey will be open June 12-July 6 in order to have results for next Trustees' meeting on July 9. Outreach is the focus for this year. Facilities will be the focus next year. Question 1 – clarify difference between answers B&C. Use movie night for an example. Make line B say “fun informal”. Change answer C to develop “programs”. Choose one from each question.
 - Discuss and decide on library Values statement to include on one-page plan; see staff suggestions on draft. The Board feels that these statements are more process than purpose. Mary will work on the values and why you exist. The Board will forward their ideas to Mary so she can compile them for the next meeting. Look at Library Bill of Rights.
 - Discuss other methods and timing for gathering community input like the “Big Ideas” exercise described in the Dynamic Planning workbook. Next year?
4. Technology: Antivirus software was updated on all library computers. Plan a meeting to review this year's plan so far.
 5. Policy: Schedule a meeting of policy committee to review section I: Governance after Strategic Plan is done.

I. Public Comment – Willie spoke about the cable franchise. He also spoke about a report that was received from the Auditor. Trustees do not have a policy regarding credit risk.

J. Evan made a motion to adjournment at 6:39 pm, Allie seconded. The meeting was adjourned.

Next Meeting: Monday, July 9, 2018, Memorial Library—5:00 PM

Respectfully submitted,
Melissa Donaldson
Recording Secretary