

**COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING  
MINUTES FOR July 9, 2018 – 5:00 PM @ LIBRARY**

- A. The meeting was called to order at 5:08 pm by Anne Chant. Present are: Anne Chant, Robin Gordon, Evan Henderson, Linda Bittner, Allie Kaplan-Thompson (5:22 pm), Mary Cronin- library director, and Melissa Donaldson –recording secretary. Susan Ticehurst (CIP) is present also. Absent are: Willie Farnum – Selectmen’s Representative, Sheryl Power, Skip Nason
- B. Approval of Minutes: Fix Present are and Allie was present. Linda made a motion to approve the minutes of June 11, 2018 regular meeting as corrected, Evan seconded. APPROVED
- C. Treasurer’s Report:
1. June 2018 Financial Report –Evan made a motion to accept, Robin seconded. APPROVED
  2. Unanticipated funds received

a. Conscience jar donations	12.00
b. Donation-McVicar & Selchen; Voegtlin	300.00
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Total unanticipated	\$312.00
- Linda made a motion to accept the unanticipated funds, Evan seconded. APPROVED
- D. Correspondence: The Department of Justice wrote informing the trustees that Terry Knowles retired. The training will be contracted out to NH Municipal Association.
- E. Old Business:
1. Capital Improvement Program 2018 update: Mary received updated pricing for carpet installation plus moving and resetting of shelving and fixtures. Previously budgeted cost was \$26,000.00. Revised budget cost for 2019 should be closer to \$29,350.00. See attached detailed report. Discussion ensued regarding carpet tiles vs. broadloom carpet. We would like to go for 2019 as the target year, but it could be pushed to the next year. Susan will take the information to the meeting next week. There are not new estimates for the other two items on their CIP list. Mary will send the CIP a new number. Anne will compose an email to Jack and Mary will review it.
  2. Northern NH Library Cooperative: Discuss Conway Public Library joining the cooperative: pros and cons, questions to be answered, and issues to be considered. NNHLC will meet again in September to review the member boards’ lists and make a plan to research and report on requested information. Our cards would work at their library, with no fee .If this takes place, it has to happen at the April meeting. Having Conway join will assist in transfers between libraries.

F. Library Director's Report:

1. Programs: Kids' programs in June included three storytimes, one book club, three meetings of the 4-H Maker Club led by Claes Thelemarck, and weekly meetings of Baby Lapsit time. June O'Donal and Kathleen Johnson talked about their book "The Country Doctor's Son." Adult programs included a book discussion, and four Wednesday evening programs: Tick Talk sponsored by TCNA, book artist Suzi Banks Baum on her residency working with women artists in Armenia, a talk on fireflies by Sara Lewis, and a talk on common edible mushrooms in Tamworth by Eric Milligan cosponsored by the Tamworth Conservation Commission.
2. Staff: Library staff plus a number of volunteers put on another successful Ordination Rock 5K race. \$1,625.00 was raised, and there was about \$100 in expenses. Idea for next year – sprinkler. Linda liked the change in the finish line. If somebody goes back out to run another runner in, make sure they take their number off.
3. Outreach: Amy Carter went to K.A. Brett School's Family Night on June 12 to promote and sign children up for the Summer Reading Program. Kathie Dyrenforth brought books and library info to WIC at the Tri-County CAP building on June 21. A new volunteer, Jackie Thompson, will be delivering books to shut-ins and to the children at the recreation program. Mary volunteered to be on the newly formed Tamworth Veterans Committee.

G. New Business: Linda is purchasing a home in Eaton. She may need to resign once she moves. Lynn Frank would be a good possibility if the Friends don't enlist her.

H. Committee Reports:

1. Friends of CML: Next meeting is July 10 at 6:00 pm. Quilt raffle tickets are for sale.  
Building & Grounds: A part is on order to repair the air conditioner that isn't working. The part arrived and the air conditioning is repaired. Fire Inspection was completed and certificates of occupancy have been updated. Painting of newest section of exterior will begin soon. Two new wooden Adirondack chairs have been purchased with funding from Friends of CML for exterior improvements. Michele Killeen arranged for the purchase and delivery of the chairs, and stained them. Anne will write a thank you note to Michelle. Mary will make some contacts to try to find out who certifies for lead paint.
2. Strategic Planning:
  - Review results of community survey – see attached document. Put up a sign to encourage followers on Instagram. It could also be added to the newsletter.
  - Continue discussion on library Values statement to include on one-page plan. The staff referred to this as purpose instead of values. Peggy said the value is respect. Allie mentioned privacy and access to information, community. Honoring the past community and creating community. Also, the word creativity. We value knowledge, learning and creativity. Perhaps use this as a vision instead of a value statement.

\*\* The four bullets settled on are - “ We value the community of Tamworth - past, present and future. We value individual creativity and learning. We value privacy and access to information. We value accountability for the public’s resources. The order of these is to be determined.

- Vision Statement (“in five years, our library will...”) –To reach every community member. Or - Every community member use the library during their lifetime. Mary is working on the narrative portion of the plan.
- Prioritize Strategies (actions) and how we will determine outcomes – discuss next month?
- Have drafts of one-page plan and full plan ready for review at August meeting

3. Technology: Committee met on June 19 & 20 to discuss mid-year update on technology purchases for 2018. Urgent need is increased bandwidth, which is not included in 2018 plan. Mary will get pricing from Spectrum. There are technology funds in budget that could be reallocated this year. Also discussed purchase of tablet to use in-house for social media and kids' technology programs. Technology Plan was updated; see attached. Mary is frustrated with the lack of communication from Spectrum. Mary may make a personal visit to the local office. Speak to Darlene at the Town Office?
4. Policy: Schedule a meeting of policy committee to review section I: Governance after Strategic Plan is done. - placeholder

I. Public Comment

J. Robin made a motion to adjourn at 7:48 pm, Evan seconded. The meeting was adjourned.

Next Meeting: Monday, August 13, 2018, Cook Memorial Library—5:00 PM

Respectfully submitted,  
Melissa Donaldson  
Recording Secretary