

**COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING**  
**Draft Minutes - April 9, 2018 – 5:00 PM @ LIBRARY**

A. The meeting was called to order by Anne Chant at 5:04 pm. Present are: Anne Chant, Sheryl Power, Linda Bittner, Allie Kaplan-Thompson, Robin Gordon, Willie Farnum – Selectmen’s Liaison, Mary Cronin- library director, and Melissa Donaldson – recording secretary.

Absent: Skip Nason, Evan Henderson

B. Linda made a motion to approve the minutes of March 12, 2018 regular meeting, Allie seconded. APPROVED

C. Treasurer’s Report: Allie explained an item on Page 4, a restricted account. It needs clarification and Mary will find out what that is. Linda made a motion to approve the Treasurer’s Report, Robin seconded. APPROVED

1. March 2018 Financial Report
2. Unanticipated funds received

Conscience jar donations	3.00
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Total unanticipated	\$3.00

Linda made a motion to accept the unanticipated funds, Sheryl seconded. APPROVED  
A grant was received from the NH Humanities for the Walt Whitman talk held last month.

D. Correspondence: emails from Connie Kirwin of NHLTA informing of NH Library Trustees Association regional meetings, workshops for new Trustees and annual conference. (April 21, 10 am at the Holderness Library, must RSVP)

E. Old Business:

1. NH Retirement System: Still no news on whether adding funds retroactively is allowed.
2. Tamworth Village Association annual meeting: Mary Cronin attended meeting on March 31. TVA board members gave an update on the state of the septic system, repairs/upgrades that were made over the past year, and reported that the system is running at 20% (approx.) capacity and there is room to add connections to the system. The TVA board recommended that the system be transferred/sold to the Town of Tamworth as it is a municipal service. Membership voted to start the process of transferring it.

F. Library Director’s Report:

1. Programs: Kids’ programs in March included three storytimes, one meeting of Lego Club (one was snowed out), four meetings of the 4-H Maker Club led by Claes Thelemarck, Yoga for Preschoolers on Fridays, and weekly meetings of Baby Lapsit

time. Adult programs included a book discussion and a presentation, “Mindful Travel with an Artist’s Eye” by Lawrence and Victoria Elbroch, the artists featured in the library’s art exhibit in March and April.

2. Staff: Mary Cronin attended the Public Library Association conference in Philadelphia March 19-24. Chris Clyne attended a workshop on genealogy research. Mary attended a meeting of the NH Digital Library group at the State Library. This group is trying to create a state wide digital repository. They will set you up with a site and a search engine. Mary has signed up to get the program that will be used for this.
3. Outreach: Mary and volunteer Cathy Dyrenforth will hold a library card signup at Tamworth WIC location on April 19. WIC is at Tri-County CAP.

G. New Business:

1. Board of Trustees positions and committees: All members are OK with everything remaining the way they were.
  - A. Chair – Anne Chant
  - B. Vice Chair – Sheryl Power
  - C. Corresponding Secretary - Robin Gordon
  - D. Treasurer – Allie Kaplan-Thompson
  - E. Liaison to Friends of Cook Memorial Library – Linda Bittner
  - F. Budget Committee: entire board
  - G. Strategic Planning committee: entire board
  - H. Nominating committee – Anne (Chair), Sheryl, Skip
  - I. Personnel committee – Sheryl (chair), Robin and Linda
  - J. Finance committee – Allie (Chair), Anne, Evan
  - K. Policy committee – Skip (Chair), Robin and Evan
  - L. Select Board liaison to Library Trustees: William Farnum
  - M. Technology – Allie (Chair) and Evan
  - N. Buildings and Grounds – Skip

A motion to put the slate forward as written above is made by Anne, seconded by Allie. APPROVED

2. Northern NH Library Cooperative annual meeting: April 12 at 6:00 pm at Black Cap Grille in North Conway. Meeting notice was posted at library, on library’s website and Tamworth post office. Expected attendance is one Trustee and Director from each member library (Tamworth/Cook, Madison, Jackson), and representatives from libraries interested in joining (Conway, Chocorua). Mary and Anne are attending. Mary spoke about items that are on the agenda for that meeting.

H. Committee Reports:

1. Friends of CML: Executive board met on March 20. Members of the Friends board met with Trustees before their meeting to do a test run of the Aspirations discussion. This is an alternative to doing strategic planning the old fashioned way.

Tomorrow evening and Wednesday afternoon will be more of these sessions. The plant sale is planned for June 2. They are looking for items for the calendar fundraiser.

2. Building & Grounds: Don Judge added hinges to the window seats to access storage space under them. Larry Nickerson and Don Judge met on April 4 to plan building catwalk over attic insulation to provide safe access to systems and spaces. Mary contacted a contractor to ask for an estimate for exterior painting. This was a person that Linda suggested (Adam Gorham) . Skip and Larry will be doing the outside walkaround soon. Mary has a price for the catwalk from Don, \$1500 to \$1800 . Mary will check with Skip on this. Mary will post on the Exchange for painting contractor possibilities. (Jean Chester? Mary may call her.)
3. Strategic Planning: Mary attended a day-long “Dynamic Planning Institute” at the PLA conference last month. A handbook from that workshop has been copied for each Trustee and distributed at today’s meeting. The idea is that you end up with a one page plan that includes your mission, core values, two or three things that you plan to do in the next year. The aspirations survey will be introduced and discussed with community groups in the next few weeks. Three sessions have been scheduled at the library; community organizations will be invited to participate. Mary would like to have the information gathering done by the end of May.
4. Technology: Mary ordered a charging cart for the library’s laptops and electronic devices. This will save a lot of room and free up a number of outlets. It arrived today and fits perfectly. Mary would like to schedule a meeting of the technology committee to review 2018 technology plans. She is considering purchasing another chromebox.
5. Policy: Changes to section IV of the policy manual approved at last month’s meeting were posted on the library’s website and updated in the library’s printed policy manual. There will be a meeting of the policy committee to review section I: Governance.
6. Public Comment – Willie commented about a contract for the cable franchise for the Town of Tamworth. There is presently no signed contract for the Town. The Selectmen are in the process of renegotiation. Community Connectivity (USDA grant) that would bring a fiber line to the school. Mary asked Willie to see if any of the Selectboard are interested in the Aspirations Discussions.
7. Mary spoke about the federal funding for libraries.

J. Robin made a motion to adjourn at 6:27 pm, Linda seconded. APPROVED

Next Meeting: Monday, May 14, 2018, Cook Memorial Library—5:00 PM