

**COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
Draft Minutes for September 10, 2018 – 5:00 PM @ LIBRARY**

- A. Call to order: The meeting was called to order at 5:07 pm at the Cook Memorial Library. Present are: Anne Chant, Evan Henderson, Skip Nason, Allie Kaplan-Thompson, Nathaniel Winship, Sheryl Power, Willie Farnum – Selectmen’s Representative (6:01 pm), Mary Cronin- library director, and Melissa Donaldson –recording secretary. Robin Gordon is absent.
- B. Approval of Minutes of August 13, 2018 regular meeting. Under letter H #3 – do we need to insert the items in these minutes? Change the wording to “listed in the strategic plan document.” Nathaniel made a motion to approve as corrected , Evan seconded. APPROVED
- C. Treasurer’s Report:
1. August 2018 Financial Report Skip made a motion to approve, Sheryl seconded. APPROVED
 2. Unanticipated funds received
 - a. Conscience jar donations 59.00
 - b. Donations: Stepanauskas, McKaig, Welch 155.00

Total unanticipated	\$214.00
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Allie made a motion to accept, Evan seconded. APPROVED
- D. Correspondence:
1. Letter from Town Administrator asking for town department budgets by September ?, 2018. Mary will find out the date on Wednesday. It is somewhere around the end of September.
 2. Email from Sheldon Perry with Planning Board feedback on library’s draft strategic plan.
- E. Old Business:
1. Nathaniel Winship has been appointed Library Trustee, and has signed his oath of office.
 2. Capital Improvement Program: Minutes of the committee’s August 28 minutes shows no changes to library projects on the CIP; carpeting replacement may be placed on the warrant at 2019 town meeting. There is a public hearing on the CIP on Wed., September 12 at 7:00 PM at the town office. Mary and/or Anne will try to be there.
 3. NH Retirement System: purchase service credit, updated cost and instructions. \$2131 is the cost. It will need to go through payroll and be taxed. Skip made a motion to approve and purchase the service credit in the amount of \$2131, Allie seconded. APPROVED
- F. Library Director’s Report:

1. Programs: The summer reading program ended on August 11; Amy will report on it for the next meeting. Baby Lapsit time met weekly. Music on the Lawn was held on each Wednesday in August, although due to rain, some concerts were held on the Lyceum porch or in the library. One book group meeting was held on August 29. Two film showings are planned for September, one in the morning, one in the evening. Two different programs were suggested and will be organized by volunteers: Louise Wroblewski will lead a readers' discussion on the theme "sense of place" on September 26; Lucy Gatchell will organize a moon-themed art exhibit for October-November, and has invited local artists and creative types to submit artwork. October 19 will be a presentation by Marc Stowbridge.
2. Staff: Peggy attended a webinar on Disaster Planning. Mary has ordered two library profession books: *Sustainable Thinking: Ensuring Your Library's Future in an Uncertain World* and *The Librarian's Guide to Homelessness*. Mary and some staff members will read and discuss the books, and Trustees are welcome to borrow them and discuss. Staff has been given a list of upcoming NHLA workshops and other professional development opportunities. Staff annual review meetings will be held in the next month.
One Book – One Valley: A fundraiser is being held at Flatbreads this Thursday. There will also be a storytelling event at the Lyceum on a Wednesday in October. (19th?) There are bookmarks and a poster in the foyer with information.
3. Outreach: Kathie Dyrenforth brought books and library info to WIC at the Tri-County CAP building on August 15. Jackie Thompson delivered books to individuals and the meeting room at Remick Acres. Mary visited Carroll Academy/Adult Education on September 5 to drop off library information and offer to go there to show students how to use the library's online resources. We shared books we received from a large donation of children's and young adult books from Jennifer Reed with Chocorua Public Library and K.A. Brett School. We added a number of books from the donation to our collection.

G. New Business:

1. Date for October meeting: The second Monday of October is Columbus Day, discuss changing Trustees' meeting to another day. October 1 will be the date of the meeting, 5 pm – the meeting will be at 6. Future meetings will start at 5:30. (November)
2. 2019 Budget: Review draft; there are still some items for which we need updated costs. Plan an extra meeting before October to finalize a draft budget to submit to Town Administrator? – The meeting will be at 5 pm on the 1st of October. The town's cost of living increase is unknown at this time, so 2.5% is just a place holder. (2% and 3% are shown also). Mary is waiting on a quote to replace storm windows. Mary gave a brief explanation of the draft budget and the items that are included in it. Mary will update the draft and send it out once she has estimates and updates.

H. Committee Reports:

3. Friends of CML: Friends had a tent and table at the Farmers' Market September 1 to sell raffle tickets for quilt. Book sale also was held that day. Their next Board meeting is on September 11. Mary has prepared a "wish list" for Friends to consider funding in their budget for their new fiscal year. Nate is the liaison. Their annual meeting is on 9/29 at 11:30, then lunch and a Yankee Ingenuity talk after that.
4. Building & Grounds: Robin Gordon has asked a friend's friend for a quote on painting the oldest (lead paint) section of the library's exterior. Michele Killeen has started painting the newer (non-lead) section. Fire Chief Colcord recommends that carbon monoxide detectors wired into alarm system be included in the library budget in the near future. In the meantime, installing battery-operated ones will suffice. A technician from Pemi River Fuels came to look at library's heating equipment to record with our account information.

Mary and Anne attended a meeting at the Conway Public Library. Trustee recruitment was discussed.

5. Strategic Planning:

- Review feedback on draft plan. Two community feedback sessions were held. Variety of programming draws in a variety of people.
- Identify Goals, Objectives, and Outcomes for each of the four Strategic Priorities. Add deadlines/timelines for meeting objectives when appropriate.

Faster Internet – Mary filled in this topic

Community Connections – bring people with different views together – offer programs that are more interactive – discussion groups, plan programs that encourage discussion and conversation. Outcome is more cohesive community. Survey to measure if people felt that the programs helped develop stronger community. Before and After Program Survey.

Expanded Services for Older Residents -- we are already doing some of this. Tech help is an option. Increase technology support, encourage development of social groups - increase programs like cribbage. Older residents will use the library as a social and learning resource. Outcome – a more engaged and involved older population that takes initiative to start interest groups. Evaluation – number of groups started, attendance at tech programs and technology support sessions.

Programming for Teens – goal – to develop programming for teens. Encourage teens to develop or create programs that they are interested in. Invite teens to brainstorm programs. Be open to suggestions. Outcome – for teens to find the library as their valuable resource and a safe place. Evaluation – attendance, programs developed and surveys for teens.

Review in a year.

6. Technology: Mary and Evan attended the August 23 Selectmen's meeting with Carol Miller from the State of NH Dept. of Business and Economic Affairs on broadband. Mary visited Spectrum's North Conway office to ask about increasing internet speed, but they couldn't help since library is a government account. They did provide a new modem to replace existing 14-year-old one. After a long time on the phone and a repair technician visit, new modem was up and running on September 7. In addition, a message was sent to Spectrum regional government account representative to alert them to our problem getting any response from Spectrum after multiple inquiries about upgrading.
7. Personnel: It is time to begin annual evaluation of Library Director. Copies will be available at the library, please return to October 1 meeting. Nate will need a policy booklet and job description.
8. Policy: Schedule a meeting of policy committee to review section I: Governance after Strategic Plan is done. Mary will send sample investment policies of other NH libraries to use when drafting a new policy to address financial risk recommended by auditor. Skip will get in touch with Robin to see when she will be available to meet. Mary will do the revisions to the Strategic Plan and send it out. Mary would like the mission statement shortened. (Remove middle section?)

I. Public Comment - none

J. Adjournment – Skip made a motion to adjourn at 7:13 pm, Allie seconded. APPROVED

Next Meeting: Monday, October 1, 2018, Cook Memorial Library—budget meeting to begin at 5 pm.