

**COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING**  
**Minutes - May 14, 2018 – 5:00 PM @ LIBRARY**

The meeting was called to order at 5:07 pm by Anne Chant. Present are: Anne Chant, Sheryl Power, Linda Bittner, Allie Kaplan-Thompson, Robin Gordon, Evan Henderson, Skip Nason, Willie Farnum – Selectmen’s Liaison, Mary Cronin- library director, and Melissa Donaldson – recording secretary.

Absent: none

Minutes - Page 2 Kathie Dyrenforth spelling is incorrect. Linda made a motion to approve the minutes of the April 9, 2018 regular meeting as corrected, Robin seconded. APPROVED

Treasurer’s Report:

1. April 2018 Financial Report – Skip made a motion to approve the April 2018 financial report, Evan seconded. APPROVED
2. Unanticipated funds received
  - a. Conscience jar donations 39.00

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Total unanticipated \$39.00

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

Correspondence: Letter from CIP Committee with worksheet for this year’s update. Carpeting, furnaces, and air conditioner are items that are currently on there. Someone from the CIP will be attending the June meeting. The Arts Council is having their 50<sup>th</sup> Anniversary and they are looking for sponsors. They will be doing a concert this year. The Friends offered a \$50 sponsorship. Are the Trustees interested in providing some type of sponsorship? Anne made a motion to sponsor ACT with a \$50 donation, Skip seconded. This motion is null and void. Robin is uncomfortable with this. She would like to know how the Town is going to react if they are approached. Allie mentions individual contributions as an option. Mary will collect monies from whomever wants to donate, and then forward that to the Arts Council on behalf of the Trustees.

Old Business:

1. NH Retirement System: We now have instructions on how to purchase service credit, and the required form to begin process. Mary has been in contact and will now be able to use the correct form to gather the information needed.
2. Northern NH Library Cooperative annual meeting: Mary Cronin, Anne Chant and Linda Bittner attended on April 12, 2018. Minutes appended. The Cooperative has started a conversation with Conway. That will be discussed further at the June meeting.

Library Director’s Report:

1. Programs: Kids’ programs in April included three storytimes, two book clubs, two meetings of Lego Club, two meetings of the 4-H Maker Club led by Claes Thelemarck,

- and weekly meetings of Baby Lapsit time. Adult programs included a book discussion; a NH Humanities presentation featuring a portrayal of Walt Whitman; Eric Masterson on following migration of broad-winged hawks on a bicycle; a program featuring performances of poetry by Bruce Lloyd, songs by Peg Loughran, and Matt Doucet reading from his novel; a presentation on the current state of the news media by Randall Mikkelsen; and a poetry reading by local poets Louise Taylor, Katherine Thompson, Lucy Gatchell, Peggy Johnson, who also read poetry by other Tamworth poets, past and present.
2. Staff: Mary Cronin attended the NHLA READS/ITS meeting on May 11. Local history was one of the topics, and she will be going to Bow to review software options. Peggy Johnson attended a preservation workshop on April 14. Mary will be on vacation May 21-26. Amy is interested in doing a drive in movie on the back of the library this summer – Mama Mia. To get a license to show that movie is \$136, or a license to show any movie for the rest of the year is \$200. She will use the programming money and purchase the \$200 license.
  3. Outreach: Amy Carter went to K.A. Brett School on April 11.

#### New Business:

1. Ex Libris is a movie that the Friends are considering the purchase of. It is about the NY Public Library and all of the different things that happen in a library.
2. Capital Improvement Program 2018 update: currently, carpeting is on the CIP for 2019. We will have to get new estimates before doing it. This will also give an opportunity to change the layout when it happens. It would be great to have a strategic plan in place. Mary is tempted to push the carpeting out another year. It will be discussed at the meeting with the CIP Representative. Other flooring options could be considered, but the noise is a consideration. Consider carpet squares?

#### Committee Reports:

1. Friends of CML: Executive board met on May 8. Plant Sale is coming up on June 2 from 8-11 am. They are doing the calendar and selling raffle tickets again.
2. Building & Grounds: Steve Gray installed new battery pack in AED. Don Judge built catwalk over attic insulation, providing safe access to HVAC systems. Some of the existing pink blanket insulation needs to be repositioned. Larry Nickerson recommends additional insulation (cellulose or fiberglass) to fill gaps in current insulation that covers attic floor. No estimates for exterior painting have been received yet. Consider splitting job up to have non-lead paint newer section done separately and hire lead-certified painter for historical exterior only? The Board is agreeable to that option. A discussion was held about approaching companies like Certi-Pro. Also, perhaps leave the lead information off from the next advertisement that we send out. Also leave the specific brand of paint off when we rewrite the ad. Skip will talk to Jeanne Chester about the lead area, and Mary will talk to Michelle. Also consider asking when they can have it done, rather than giving a timeline. Storm windows installed ca. 1980s are in bad shape, many have non-operational screens. Mary purchased adjustable screen inserts for two of the affected windows.

Skip would like to consider these for the upcoming CIP. This item would likely not meet the \$5000 threshold for the CIP. These may be looked at for inclusion in next year's budget. Steve Jacobs did a yard cleanup and has been mowing.

3. Strategic Planning:

- Three “community conversations” meetings were held in April at the library. Discussion notes from these meetings have been compiled and sent to Trustees. Tamworth Visitors Council held one of their own conversations using the same aspirations format we used; they sent notes from that meeting. Mary has received a couple of emails on these topics as well, that were much more specific. They were in regards to school and elderly housing. These are items that should be covered by the Town Master Plan. Bringing the community together was a recurring theme. Mary feels that we at least need to have a plan for the next year, and some ideas for plans in upcoming years. Mary would like more training in discussion facilitation.
- Community survey for June-July: discuss format. She recommends doing a one question survey, e.g. The community seems to want to find ways to come together. Ideas for that? Strengthening connections? Send relevant question suggestions to Mary. She will share her draft suggestion and everyone can add their ideas to it. Mary will be contacting the Chocorua Library, food pantry, school, etc. in the near future. NH Listens will send facilitators to your meetings.
- Review Mission Statement, which will be included on one-page plan: *Cook Memorial Library provides educational, cultural, recreational and information resources through the work of its dedicated and knowledgeable staff. The library offers opportunities for learning, leisure reading, local history and genealogy preservation, study and research. It is accessible to all as a welcoming and comfortable center of community activity.*

4. Technology: No update.

5. Policy: Schedule a meeting of policy committee to review section I: Governance after Strategic Plan is done. This is on hold until the fall.

Public Comment: Willie Farnum states that the Town House is now reopened. There was a square dance last week, and will hold a rummage sale scheduled for next week. It will then have to be closed for a week.

The Town House may be added to the State Historic Buildings Register.

A person is coming to the Selectmen's Meeting from Ossipee to talk about broadband.

A committee of volunteers is being developed to review the Rec Department.

Robin made a motion to adjourn at 6:51 pm, Skip seconded. ADJOURNED

Next Meeting: Monday, June 11, 2018, Cook Memorial Library—5:00 PM

Respectfully submitted,

Melissa Donaldson - Recording Secretary



Northern New Hampshire Library Cooperative  
Annual Meeting  
April 12, 2018  
6pm  
Black Cap Grille in North Conway NH

ATTENDEES:

Jackson Public Library, Jackson NH: Lichen Rancourt, Director and Denise Sachse, Trustee  
Madison Public Library, Madison NH: Sloane Jarrell, Director and Cheryl Littlefield, Trustee  
Cook Memorial Library, Tamworth NH: Mary Cronin, Director; Anne Chant, Trustee; and Linda Bitner, Trustee  
Conway Public Library, Conway NH: David Smolen, Director and David Paige, Trustee

CALL TO ORDER - 6:21pm

APPOINT CHAIR AND SECRETARY

Mary & Lichen

Approve April 2017 meeting minutes. Unanimous.

YEAR IN REVIEW

- Privacy policy is being followed and is working.
- Paypal is used for taking payments for non-resident fees, lost items online. Only one use we know of. Lichen will check Paypal account and report back.
- Duplicate cards have been eliminated.

BYLAWS

Brief discussion of how bylaws should be changed in order to accommodate additional members.

POLICIES

Perhaps should be housed in Koha or Google instead of on Madison's website.

NEW BUSINESS

- Conway Public Library is interested in joining the coop. Extensive discussion of ramifications of this for all involved. How would it shift the traffic in each library? How would it affect non-resident fees? Our bylaws?  
Mary did casually discuss with Bywater how an addition would affect our individual contracts and the answer was only minimally.
- Chocorua Public Library is under new staff and they are working to understand the larger scope of work before considering a change.
- Additional resource sharing was also explored in context of additional libraries. Could we negotiate with vendors as a larger group to obtain pricing more inline with our

budgets? Could NNHLC become a 501c3 in its own right and then hold bank accounts of its own? Staff? Long term brainstorming/daydreaming.

OLD BUSINESS

None

OTHER BUSINESS

Directors will meet more with the Conway Public Library management to establish a plan moving through a decision to join.

PUBLIC COMMENT

None

ADJOURN 7:21pm