

**COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING**  
**Minutes for January 8, 2018 – 5:00 PM @ LIBRARY**

A. The meeting was called to order at 5:05 pm by Anne Chant. Present are: Anne Chant, Linda Bittner, Robin Gordon, Evan Henderson, Sheryl Power, Steve Gray and Mary Cronin, librarian. Absent – Allie Thompson, Skip Nason

B. Evan made a motion to approve the minutes of the December 11, 2017 regular meeting as amended. Linda seconded. Correction needed - Darlene McWhirter is the correct spelling.  
APPROVED

C. Treasurer's Report: Mary stated that there may still be some items from 2017 that will be added to the report.

December 2017 Financial Report – Linda made a motion to accept the Treasurer's Report. Evan seconded. APPROVED

1. Unanticipated funds received	
Conscience jar donations	10.00
Donations Williams/Grant, Wiley, Pugh	125.00
Copy/fax machine fees	62.50
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Total unanticipated	\$197.50

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

D. Correspondence: Email dated Jan. 3, 2018 from Town Administrator Darlene McWhirter informing of January 22, 2018 deadline for 2017 town report documents. Letter received December 20, 2017 from Trustees of the Trust Funds with check for \$1,212.39, which is for interest earned December 2016 through November 2017 from the Common Library Fund and Cook Memorial Library Endowment Fund. Several generous donations were received from individuals at the end of December. They will be deposited in January.

E. Old Business:

1. NH Retirement System: There has been no news on whether adding funds retroactively is allowed. Sheena Harte will call and give information Anne provided to try and get definitive answer. The funds have been put in the carryover funds because there is no definitive answer.

F. Library Director's Report:

1. Programs: Kids' programs in December included three storytimes, two meetings of Lego Club, one "Bibliomaniacs" reading club for children ages 10 and up, a 4-H Maker Challenge program with Claes Thelemarck, Yoga for Preshoolers on Fridays,

and two vacation week book/reading programs. Adult programs included two book discussions, the Holiday Open House held on December 19 after being postponed from December 12 due to a snowstorm, a Holiday Tea with the Brett School band, the monthly “Practical Wisdom” discussion. Claes Thelemarck is planning to hold a weekly 4-H Maker Club program for kids age 9 and up beginning at the end of January.

2. Staff: Peggy, Chris, and Mary have been working to complete the book “If Walls Could Speak III”. It should be going to the printer within a week or so.
3. Outreach: Mary met with K.A. Brett technology integrator Denise Boewe on December 15 to discuss technology and afterschool programming, and how to share/cooperate more.
4. Inclement Weather closings: the library was closed on December 12, and closed early on December 22 and 23.
5. Mary will send Trustees a draft of the library annual report for the 2017 town report for review before sending to Town Administrator on January 22.

G. New Business:

1. Funds from 2017 to carry over to 2018: \$7734.00 is the total.

B. Fromm MF 2010	\$ 288.00		For Art/Maker programs
Restricted donations	\$ 488.00		Susan Chiaradonna Mem. Fund
Income from Trust Funds	\$ 1,394.00		Carry over 2017 & bal. 2016 int. income
NHPDIP fund	\$ 124.00		Carry over prev. years' balance
Copier/Fax income	\$ 1,577.00		Nonlapsing, carry over balance after fees
Unspent non-Town funds	\$ 150.00		Balance of fees received after fees exp.
Unspent FoCML funds	\$ 1,385.00		Blinds, Spec. Proj., Prof. Dev. & supplies
Reserved 2016 funds	\$ 2,328.00		For retroactive 2016 retirement benefit

We are asking the Town to allow Trustees to use the money they generate with equipment fees, via a warrant article this year.

2. Trustees whose terms end in 2018 are Skip Nason and Allie Kaplan-Thompson. Filing period to have names placed on ballot is soon. Allie has expressed interest in running. We do not know about Skip’s interest, Anne will try to give him a call.

H. Committee Reports:

1. Friends of CML: Executive board will meet January 9. The Friends held an extra book sale on December 20 before and after the Holiday Tea.
2. Building & Grounds: Chief Colcord has yet to do annual fire inspection, but he has said he will. Mary will call him. Icicles are forming in valley on roof to right of entryway; there doesn’t seem to be any cause for concern right now since weather has been too cold for any significant melting to happen. The front room is very cold due to the prolonged arctic weather we’ve had; including an insulation audit for this room would be a good idea when attic is looked at. Larry Nickerson will contact Bill

- Lotz to schedule an insulation audit for the attic. The extreme cold has affected some of the outdoor locks. Mary has called The Lock Shop to come repair the side entrance lock and to check some others that are beginning to show signs of wear. The thermostat in the Ulitz Room is not working consistently, it seems the touch panel has been damaged. Mary will call Hans Stafford to replace it.
3. Strategic Planning: One town organization, UUFES, has contacted Mary to express interest in participating in community conversations. It's time to schedule a committee meeting to discuss next steps. A meeting is scheduled for Monday, January 29<sup>th</sup> at 4:15 pm. Anne will notify Skip and Allie about this meeting. The Friends should be asked at what point they would like to become involved. Linda will bring this to their meeting tomorrow.
  4. Technology: The 3-D printer that the State Library provided for Lakes Region libraries to share has been at our library since the middle of December. There is a lot of interest in seeing how it works, and one patron has used the printer to print some parts for a craft project and a new bike helmet clip.
  5. Policy: If recent process of reviewing policies by entire section rather than singly is to continue, then Section IV should be reviewed in 2018. Committee members should review this section before the February meeting.
- I. Public Comment – Steve spoke about Town employee wage adjustments.
  - J. Robin made a motion to adjourn at 6:05 pm, Evan seconded. APPROVED

Next Meeting:

Monday, February 12, 2018, Cook Memorial Library—5:00 PM