

**COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING  
MINUTES FOR March 12, 2018 – 5:00 PM @ LIBRARY**

The meeting was called to order at 5:10 pm by Anne Chant. Present are: Anne Chant, Linda Bittner, Skip Nason, Allie Kaplan-Thompson, Robin Gordon, Steve Gray (5:20 pm), and Mary Cronin, library director. Absent are: Sheryl Power, Evan Henderson, and recording secretary Melissa Donaldson

Linda Bittner MOVED to accept minutes of the February 12, 2018 regular meeting as presented, seconded by Allie Kaplan-Thompson. MOTION PASSED.

Treasurer's Report:

1. February 2018 Financial Report: Allie Kaplan-Thompson presented and mentioned that categories shown on report have been made clearer. Skip Nason MOVED to accept Treasurer's report as presented, seconded by Robin Gordon. MOTION PASSED.
2. Unanticipated funds received
  - a. Conscience jar donations 56.00

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Total unanticipated \$56.00

Skip Nason MOVED to accept unanticipated funds, seconded by Robin Gordon. MOTION PASSED.

Correspondence: Notice of annual meeting from Tamworth Village Association. Steve Gray informed board that TVA will be looking to add members to their board of directors. TVA's future plans are to sell septic system to Town of Tamworth for nominal amount. TVA meeting will be discussed further under "new business."

Old Business:

1. NH Retirement System: Still no news on whether adding funds retroactively is allowed.
2. Marge Kendrick paintings: Largest painting featuring landscape and home recognizably in Sandwich will go to Samuel H. Wentworth Library in Sandwich. Three paintings have been added to the library's permanent collection, and are on loan to the Town Office. Friends of Cook Memorial Library raised funds with three paintings at their silent auction on March 3. A suggestion to ask Gary Wallace about auctioning some of the remaining paintings will be explored.

Library Director's Report:

1. Programs: Kids' programs in February included three storytimes, one meeting of Lego Club (one was snowed out), one "Bibliomaniacs" reading club meeting, three 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 two book discussions, the monthly "Practical Wisdom" discussion, a seed savers information meeting with Hope Requardt, a presentation by Jerry Knirk on greenhouse

- gardening, a talk on ice fishing by Clay Groves, a mapmaking art workshop cosponsored with Green Mountain Conservation Group, an origami books workshop led by Jay Rancourt, and a book launch celebration for "If Walls Could Speak Revisited in 2017."
2. Staff: A staff meeting was held on Feb. 13. Staff is attending a variety of professional development events this winter/spring: genealogy, programming, community engagement, advocacy are the topics covered. Mary will attend the Public Library Association conference in Philadelphia March 19-24.
  3. Outreach: Mary contacted WIC program coordinator for Tamworth. Volunteer Cathy Dyrenforth will bring a box of donated children's books to the location monthly. Mary will hold a library card signup at the location on April 19.
  4. Disaster Plan: 2017 updates have been made and copies are available. According to policy, the updates should take place in May, a deadline which Mary missed last year. For the May 2018 update, Mary will schedule a facility walk-through with Skip Nason and Larry Nickerson once the snow melts, and ask Tamworth Fire & Rescue and/or Police about safety training for staff and volunteers.
  5. Mary completed the 2017 annual public library survey for the NH State Library.

#### New Business:

1. Tamworth Village Association annual meeting: March 31 at 3:00 pm at the library. One representative from library should attend, or appoint a proxy. Skip Nason will attend if possible. Anne Chant can attend if he is not available.

#### Committee Reports:

1. Friends of CML: Executive board has been postponed to March 13. Mary Cronin was informed that there were conversations at most recent book sale that were perceived as campaigning for a specific candidate in upcoming town elections. Trustees remind Friends, staff, volunteers, and board members that political discussion and campaigning is not appropriate at library-sponsored events, including ones sponsored by the Friends. According to Trustees' policy on petitions, "Trustees want patrons to feel they are in a "neutral zone" when using the library." The Cabin Fever Book and Bake Sale with silent auction and lunch was held on Sat., March 3; proceeds matched last year's and over 80 people attended.
2. Building & Grounds: The lockset for the meeting room entrance has been replaced. Michele Killeen painted the rear stairway and one wall and sloped ceilings in fiction area. Highest buildings & grounds priority is finding an exterior painting contractor. Linda Bittner suggested a contractor from Conway that recently did work at Memorial Hospital. Mary Cronin will contact him and send RFP.
3. Strategic Planning: Representatives from Trustees will meet with members of Friends of Cook Memorial Library executive board on March 20 to introduce and do a test run of the aspirations survey which will be rolled out to community groups in the next couple of months. Groups that will be invited to participate in the survey will be Tamworth Village Association, "Mug Club" in Chocorua, regular attendees of library programs: parents of children in Amy Carter's book clubs, storytime and baby

lapsit time parents, “Practical Wisdom” discussion group, etc. Moving forward, Mary Cronin will be bringing back a new strategic planning handbook for small libraries after she attends a day-long workshop at the PLA conference next week.

4. Technology: Mary has ordered a new laptop computer to replace Amy’s old one. Wendy Ketchum donated a Macbook laptop in good condition to use for children’s technology programs. The Kuno tablets donated by the school board will not work for the coding programs Claes Thelemarck is hoping to organize this year. Mary started an Instagram account for the library, [instagram.com/cooklib](https://www.instagram.com/cooklib).
5. Policy: Policy committee met on February 26 to review and revise the following policies from Section IV of the policy manual. Drafts of the changes were distributed to all Trustees before today’s meeting:

IV. A. Friends of the Cook Memorial Library – no change

IV. B. Confidentiality of Library Records – condensed to remove redundancy

IV. C. 1. Hours of Service – updated minimum hours open each week to 40

IV. C. 2. Meeting Room Use – remove appendix with descriptions of meeting spaces and equipment and append to back page of application. Language to

“fees” section was changed to remove description of fees as “pilot program.”

Allie Kaplan-Thompson asked that each applicant get a copy of the policy along with application form.

IV. C. 3. Gifts & Loans – changed word “contract” to “letter of agreement”, and will add letter of agreement form for gifts to appendix.

IV. C. 4. Sales – no change

IV. C. 5. Displays and Exhibits – no change

IV. C. 6. Petitions and Informational Material – no change. Robin Gordon suggested library make a space for candidates to leave informational material about themselves prior to elections for members of the public to read.

Discussion brought up a number of issues to consider; no consensus or decision was reached. Further discussion will be needed.

IV. C. 7. Behavior, Supervision and Responsibility – no change

IV. C. 8. Animals – no change

IV. C. 9 Supervision of Lower Level – removed specific procedure for recording lower level checks, retained the stipulation that staff “routinely check” lower level during days open, and added requirement that lower level be checked before closing.

Linda Bittner MOVED to accept policies as discussed and amended, seconded by Robin Gordon. MOTION PASSED.

Public Comment: Steve Gray shared an article spotlighting the NH Library Trustees Association in the most recent issue of NH Town & City magazine, and expressed appreciation of library trustees and the work they do.

Allie Kaplan-Thompson MOVED to adjourn at 6:30 pm, seconded by Robin Gordon. MOTION PASSED.

Next Meeting: Monday, April 9, 2018, Cook Memorial Library—5:00 PM

Respectfully submitted,

Mary Cronin