COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
Minutes FOR July 13, 2026 – 5:30 PM at the library
Zoom link for meeting:
https://us02web.zoom.us/meeting/register/tZAlceGpqTsrGtQTUWuMaJppoaAnfowxqjXo

A. Call to order – The meeting was called to order at 5:32 pm by Allie Kaplan-Thompson.

B. Attendance – Present are: Karl Behr – Selectboard Rep., Kevin Mahoney, Mary Cronin-Librarian, Sherryl Hitte, Kristel Faris, Allie Kaplan-Thompson, Courtney Spalding-Mayer (5:33 pm) Eleanor Aparicio (5:40 pm)
Jennifer Davis is absent.
Kyle Ball, CIP, is also present.

C. Approval of Minutes
1. June 8, 2026 regular meeting minutes – Sherryl made a motion to approve, Kristel seconded. APPROVED

D. Treasurer's Report:
1. Financial Report – A couple of questions were asked, and answered. Payroll processing was discussed. Setup with the new payroll company is still in process. Courtney made a motion to accept, Kevin seconded. APPROVED
2. Unanticipated funds received
   a. Income over budgeted
      i. Unrestricted donation 32.00

Total unanticipated	$32.00

Sherryl made a motion to accept the unanticipated funds, Courtney seconded. APPROVED

E. Correspondence:
1.

F. Old Business:
1. Grant projects public celebration, June 20 – programs from the event were available for distribution to the Board. There was an article in the newspaper. A copy of the article was shared with the Board.
2. NHLTA conference report – Kevin attended. He got a lot out of the conference. He spoke about the sessions he attended. There is a whole process that some libraries have to onboard new trustees. He would like to help work on this process for the future.

G. Library Director's Report:

1. Programs: See July newsletter for this month's programs. Summer events are listed on a handout. The Tamworth Author Fest is July 11 at the library, in cooperation with Arts Council of Tamworth. Weekly Music on the Lawn has begun. Barnstormers Theatre is holding two program series at the library with funding from Yeoman's Fund for the Arts. Summer Reading Program is off to a good start. There are incentives for reading and activities for all ages. "Tamworth in 1776" history tour program was well-received. 34 people attended on July 1. Seven children along with their parents prepared three different tours of local history sites (Town Pound, Ordination Rock, Town House). Lawn signs with elements of the live presentations will be placed on site for the summer for a self-guided tour. Mary and Kevin praised the event.
2. Staff: Several library staff members along with Trustee Kevin Mahoney made dinosaur costumes which were the library's contribution to the Independence Day parade. The Summer Reading Program theme "Unearth a Story" features dinosaurs.
3. State Library: The State Library van delivery has been adversely affected by illness and staff shortages. Other State Library employees are filling in as possible, but the cancelled and compressed routes are affecting the time our patrons wait for requested books and other items. This has been on ongoing problem all year. We are now down to one delivery per week.
4. Grants: Grant reports have been submitted for ARSL Sustainable and Resilient New England Libraries grant, CLiF Rural Library grant, and NH Humanities' US@250 grant. There is one more to be done, for the Tamworth Foundation.

H. New Business:

1. Capital Improvements Program – Kyle Ball is present on behalf of the CIP. A lot of projects were done this year. He explained the CIP process to the Board. Mary explained the items on the list this year. Furnaces are on the list. Painting was just done. Heat pumps for downstairs are for dehumidification and air conditioning. There is currently no air exchange down there. There are two dehumidifiers running downstairs. The windows would be removed when the heat pumps come in. The windows on the side of the building are a concern because they are at ground level and there is a risk of flooding. The one listed in 2029 is for the big meeting room. There may be incentives coming for a battery backup system. Insulation of the basement will hopefully be done this year. The flooring on the lower level needs to be redone. Storm windows need to be updated. Mary suggests doing a few each

year, which will keep them off the CIP. Radon mitigation has been recommended, but they feel that the insulation should be done first.

2. Letter of Agreement for Donated Materials: Judy Goodson Boyer seeks to donate large panoramic photo of turkey farm from 1940s. It is intact and likely hangable as is, may need some work at some point.

I. Committee Reports:

1. Nominating: nothing to report. Sherryl like the idea Kevin brought up about something (packet, info) for new board members. Allie suggested that the Board seek input about putting this together.

   Sherryl departed the meeting at 6:31 pm.

2. Friends of CML: Next meeting July 14 -Courtney reported that the next meeting will be on July 21, not the 14th. Next meeting will be about Annual Appeal, book sale and Annual Meeting. There will be discussion about an endowment through the Tamworth Foundation.
3. Building & Grounds: Schedule meeting to review CIP projects – Eleanor reported that the meeting did not occur last month, but she will email with Mary – topics of insulation and bathroom floor. The bathroom sink handles have been changed out to the appropriate hardware.
4. Personnel: Courtney reported that this committee has not met, but scheduling in September would be best for the committee.
5. Policy: Policy revisions to discuss, Section III. (listed below) and an addition to II.C. Professional Development – this item is tabled until next month's meeting.
   III.A. Collection Development and Maintenance
   III.B. Genealogy and History Collection
   III.C. Reference Section
   III.D. Circulation
   III.E. Overdue Library Materials
   III.F. Interlibrary Loan (ILL)
   III.G Technology (Internet Access and Use, formerly H., is now part of this policy)
   III.H. Programs
6. Finance: Kristel spoke about the integration problem with the payroll company. At some point, we may need to consider changing to a new bank.
7. Technology: Schedule meeting for August – scheduled via email.
8. Strategic plan 2026-28 update: Mary distributed a document to assist with this topic. Allie explained the document for clarification. Monitoring for emerging services is

mentioned. Allie noted that it feels like we already had this in the plan. Kristel spoke about the collaboration piece, and not feeling that it is fully reflected. Allie spoke about the collaboration part, and feeling that it is not completely reflected here. Eleanor suggested adding it to the section about deepening community connections. Allie spoke about intergenerational stuff as well. Kristel wants to reopen the core service topic. Mary suggests removing emerging needs, as we are always responding to needs as they emerge. Under core services - “We are committed to maintaining a collection that reflects our community” – Offering programs for all ages. “developing, hosting, creating, offering” “Enabling access to internet and technology” then “Increase collaboration with civic and community groups to respond to emerging needs….” – is that a core service? Consider this as a strategic priority. Move it to priority.

Recognize all the ways people contribute…keep as is.

Improve our building and grounds to enhance the library experience – Kristel spoke about removing the propane and establishing grass in the front. Kristel likes the wording outdoor spaces rather than grounds. (Enhance) or (improve) our building and outdoor spaces to be more welcoming.

4&5 to remain as written.

Core services: good as is.

Values: past, present and future – Kristel likes this as opposed to “everyone is welcome”.

a. Develop strategic priorities
b. To do: Outline and draft plan narrative
c. Next steps:
    i. Finish narrative and decide strategic priorities
    ii. Public announcement about the plan; share the plan with other town boards and committees

Voting on the strategic plan will take place next month.

J. Public Comment

K. Adjournment – Courtney made a motion to adjourn at 7:32 pm, Kristel seconded. The meeting was adjourned.

Respectfully submitted,
Melissa Donaldson
Recording Secretary

Next Trustees' Meeting: Monday, August 10, 2026, 5:30 PM