

**George H. Stowell Free Library Trustee Draft Minutes**

**December 20, 2025, 1:00 p.m. at the George H. Stowell Free Library**

**PRESENT: Trustees:** Kathi Patterson, Laura Cousineau, Marie De Rusha

**Librarian:** Deanna Fitch

**CITIZENS:** Richard Scheuer

1. Meeting was called to order at 1:00 p.m.
2. The agenda was reviewed with no alterations.
3. The November 15 and October 25 minutes were accepted as written.

**4. Librarian's Report:**

See attached

A change in the by-laws was requested by Deanna regarding overdue items and discussed. Laura moved, Kathi seconded and vote was accepted unanimously that 13:8:2 would be replaced with the following:

'If patron does not return overdue items within 6 months of the first overdue notification the Librarian will determine the cost of the items and bill the patron for missing item(s). Patrons borrowing privileges will be suspended until replacement cost is paid.'

**5. Treasurer's Report:**

- a. Building Fund balance as of 11/30/2025 is \$14,735.53
- b. Checkbook balance as of 12/20/2025 is \$1,393.34
- c. Donation Fund balance as of 11/30/2025 is \$1,617.53
- d. Non-Lapsing Fund as of 11/30/2025 is \$2,068.09
- e. Palmer-Norell Fund as of 11/30/2025 is \$1,007.47

Donations from the contra dance was \$60.00 and \$20.00 was added to the Non-Lapsing fund from the collection of \$10 each for two damaged books.

- a. The \$20,000 contribution, which was accepted by the Board of Selectmen was discussed. The \$20,000 came from the Norman A. Schuele III Revocable Living Trust dated April 11, 2025, of which Colleen O'Neil (Salinger) is the contact for said Trust (Trustee). The Trust states in Section 6.09 Specific Distribution to the new library in Cornish, NH:

"After my death, the Trustee shall distribute \$20,000 to the new library constructed in the town of Cornish, New Hampshire. I request that a small plaque is constructed at the library with the following language: In memory of Caitlin W. Schuele who cherished being able to read, to teach, and her Cornish home's gardens."

The Cornish Trustees of Trust Funds will manage the trust and make the funds available to the new library once it exists and has been accepted by the town.

- b. Estimated operating costs and budget requests for 2026 were considered. Anticipated moving costs were discussed and it was decided that funds were available for the future move so there would be no request at town meeting for funds to support the move. Salaries and hours were reviewed with little change outside of the cost of living adjustment. Changes in the operating budget came with a decrease in advertising from \$70 to \$50 and an increase in the telephone line from \$900 to \$1,300.
- 6. CCI building committee report and questions from Marie to the CCI regarding the site visit with the CCI, Trumball-Nelson and BOS are attached below. The late addition of the file titled 'Additional Building Information' was attached per request of the chair and had been received at the time of our meeting. No other information from the project log mentioned was provided at this time.
- 7. Under new business was discussed a consolidation of the Librarian's report.
- 8. Citizens Comments:  
Richard offered to look into a more affordable alternative to the phone company currently used by the Stowell Library. Marie will contact Heidi Jaarsma to see if there is a link between the town and the library for phone service.
- 9. The next meeting is TBD

Meeting was adjourned at 3:45

Respectfully submitted,  
Marie De Rusha, Secretary

## **Librarian Report: 12/20/2026**

Stats since:

November: Adult 191 , Children 125 **Total: 316**

December: Adult 117, Children 86 **Total: 203 (Dec 1-19)**

### **Program Participants: Total: 211x**

#### **Book Clubs**

- Adult Book Club November: 8x
- Adult Book Club December: 9x
- Cookbook Club: 10/29: 20x
- Teen CES Book Club: 30x
  - 7-8th grade: 9x
  - 5-6th grade: 11x
  - 4th grade: 4x
  - Homeschoolers: 3x

**Story Time:** (10/30-12/18) 13 adults, 25 kids

**Trick-or-Treating:** Open for Halloween. Not tallied

**Contra Dance:** 72 adults, 34 children =**106x**

### **CHECKED OUT MATERIALS:**

#### **October Checked Out Materials - 496**

- Audio Books:1
- Books:432
- DVD: 3
- ILL: 50
- Activity Bag: 1
- Museum Pass: 1
- Rotating Collection: 5
- Telescope: 1
- Library of Things: 2

#### **November Checked Out Materials - 492**

- Audio Books:1
- Books:403
- DVD: 4
- ILL: 74
- Activity Bag: 0
- Museum Pass: 2
- Rotating Collection: 6
- Telescope: 0

- Library of Things: 2

#### **December Checked Out Materials - 297 — (Dec. 1 - 19)**

- Audio Books: 2
- Books: 252
- DVD: 4
- ILL: 38
- Activity Bag: 0
- Museum Pass: 0
- Rotating Collection: 0
- Telescope: 0
- Library of Things: 1

#### **TOP TWO ITEMS CHECKED OUT FOR THE YEAR: MUSEUM PASSES**

VINS - 16X

BILLINGS - 14X

**New Newsletter Signup via signup Form: 23x**

### **Library Programming & Operations Update**

- Bookmark Contest: Designed and Printed Bookmarks  
Now available for pickup at the Library.
- Trick-or-Treating
  - A big thank-you to Judith and Richard for helping pass out candy. Countless kids walked up and into the library to pick out candy, books and free crayon boxes.
    - Stephanie Schall

**Story Time** Past Themes (10/30-12/18):

- *Scarecrows, Witches, Pumpkins...OH MY!*  
Shadow puppets, measuring pumpkins, hands-on activities
- *The Moon & Its Phases*  
Moon facts, phase chart, songs, and discussion
- *Bears: Sharing & Being Thankful*  
Guest Leader: Kaya  
Thanksgiving chain craft and thankful coloring sheet
- *Goodbye Autumn, Hello Winter*  
Butterflies & migration, gathering food, seasonal changes
- *Snow!*  
Celebrating snow with winter-themed books on a snowy day
- *These Are a Few of My Favorite Things*  
Sharing favorite stuffies, colors, animals, and favorite books
- *Happy Holidays*  
Songs and stories celebrating Christmas

Guest Speaker List: Currently have **3x** volunteers willing to read as storytime guests.

**Contra Dance:** The Contra Dance was a huge success!

- Attendance: 100+ people  
(Approx. 72 adults, 34 children)
- Thank you to the Friends of the Library & CCI for helping make this event possible.
- Erin Smith (UVMC) expressed interest in future collaborations.
- David Millstone (Caller) was excited about the new library and community space and suggested hosting a future dance there.
- A last-minute donation jar raised \$60, which was fantastic.
- A thank-you note was sent to Erin Smith.

## **Cookbook Club**

A collaborative effort with Plainfield and Martha Z.

- October Meeting
- Upcoming January: Jubilee

## **Upcoming Closures**

- December 24
- December 25
- December 31
- January 1

**WMUR:** Weather closure Announcements - We will now be listed on the ticketing for closure. This will help when unable to make the connect cornish deadline

## **Programming December: Winter Break Take-Home Craft**

Mini Canvas Art Project

- Canvas pickup begins: December 20
- Return completed artwork for a Mini Art Show beginning January 6
- Event will be announced in the upcoming newsletter

## **January 2026 Programming**

### **Stowell Book Club**

- New meeting time: ***1st Monday of the month at 1:00 PM***
  - Monday, January 5 @ 1:00 PM (Winter Schedule)

### **Warrior Cat Club**

- January 11, 1:00–3:00 PM
- Book series themed event. Created in collaboration with Kids. For Kids by Kids.
  - Facepaint and dress up as favorite cat warrior

- Scavenger Hunt for food
- Clan groups - flag, motto/saying based on prophecies from book, skit
- Early sign-ups available at the Library
- Sign-up sheet posted in the CES Library
- Announcement in CES newsletter
- ILL copies of first book in series available to new readers
  - Extended series now available at the library
  - CES Student Book Clubs

### **CES: Book Club Continues**

- 4th Grade: January 12
- Grades 5–6 & 7–8: January 13

### **Adult Craft Night - Making Valentines (Lead by Carla & Nancy Roy)**

- January 27, 6:00–7:30 PM

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### **February Programming**

Book Club Event: TBD

### **February 3: Scrimshander: Talk & Game Night with Jesse Cloutier - 6 PM**

- Presentation on creating and designing a card game
- Demo game and open participation

### **February 19, Thursday (12-2 PM) Family Game Day: Mount Cleverest Trivia & Family Charades (ages 7+)**

- 6 year old and under kids games/puzzles will be available in the children's room.

### **Active Hope Book Club February 10, 7:00 PM (Zoom) - Facilitated by Cindy Heath**

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### **Library Information Session (Date: TBD)**

Topics include:

- Signing up for a library card
- How to access and use Libby
- Using the online catalog via the website
- New updates regarding child cards and privacy

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## Collection Updates

New Books (July 15-Dec 19) **305x**

- End-of-year book purchases completed
- Incoming donations will be added in early 2026
- New Fiction will remain on display longer due to strong interest/popularity
- Limited new purchases planned for early 2026 based on available budget

## Overdue Books & Circulation Cleanup

Resolved numerous long-standing overdue items (approx 170 down to \_\_\_\_\_.)

- **How?**
  - Identified and fixed email notification issues (spam filtering and non-sent notices)  
*Completed with ByWater Solutions/Overwatch team*  
Many patrons had never received overdue notices
  - Contacted individuals directly
  - Requested replacement purchases where necessary
  - Personally picked up/returned books for patrons
- **Outcome**
  - 3x books unaccounted for/no response from patron
    - Will close accounts
    - Reorder two titles
    - Disregard 2x - Outdated or improperly cataloged items written off as losses

## Going Forward

- Ask of the Trustee: Policy Review Request

Section 13.8 – Bylaws

- Add a specific timeframe for loss of privileges (recommending - 6 months)
- Clarify who may hold a library card:
  - Currently includes Plainfield and Meriden residents
  - We have allowed: Windsor and Claremont book club members
- Recommendation: Update policy language to formally include book club members from outside communities. No residents outside these exceptions above will be granted patron cards

## Ongoing Projects

- Beginning weeding of Adult Fiction  
(Titles not checked out in 10+ years)

## **Email & Technology Updates**

- Transitioned to a new .gov email account
- Ongoing process of converting old email accounts
  - Will be updating information in HOW TO BOOK for Staff

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## **Professional Development & Training**

- Beyond the Basics: Unlocking the Magic of Libby – November 13
- CLiF (Children's Literacy Foundation) – November 13
  - Whole Book Approach
  - Rural Library Youth Programming & Community Engagement

## **Upcoming**

- Cybersecurity Training: January 14, 1:00–2:00 PM
- CLiF Community Literacy Conference: Thursday, March 26 at Fireside Inn
  - Registration opens in January.
- NH Family Voices / Watch Me Grow (UNH)  
Contact: Megan Cosgrove
  - Tools to help families understand early reading milestones
  - Potential future collaboration with NH Watch Me Grow
- Library Summit - Early May (reinstating)
  - Great for small libraries
  - Will get more information about registration

## **Additional Notes** Question for the Board: Should we renew the Video Game LUV Pack?

- It was purchased in 2024 but never circulated
- I have concerns about loss or damage due to high replacement cost, small items

## Construction Update

1 message

Keith Mullane <keith@cornishci.org>

Thu, Dec 18, 2025 at 11:47 AM

To: "town.admin@cornish.nh.gov" <town.admin@cornish.nh.gov>

Cc: Colleen O'Neill <colleen@cornishci.org>, Dan Poor <dan@cornishci.org>, Keith Mullane <keith@cornishci.org>, Cousineau Laura <lauracousineau@gmail.com>, Caroline Storrs <pcstorrs@gmail.com>, Peter MacLeay <pnpmacleay@outlook.com>

Hello Select Board,

We have some updates regarding the construction that we thought you should be made aware of. Also, if you could respond to the email I sent earlier this week in response to Jason's request for another site visit, it would be appreciated.

### Mold:

- The project team has determined that complete replacement of the exterior insulation will be beneficial for the longevity and energy performance of the structure. All interior finish surfaces will be demolished; sheetrock, and existing pine tongue and groove finishes will be removed, and all existing insulation will be removed. All locations where mold is identified will be sprayed with fungicide and sealed before new interior insulation is installed.
- The insulation assembly will be as follows: interior mineral wool (R4.2 per inch \* 3.5" thickness = R14.7), exterior mineral wool (R4.2/inch \* 3" thickness = R12.6). This meets the energy code requirements and satisfies the base-design building science requirements for condensation control.

### Failed Joists

- We have documented the failed members discovered after demolition in our project's RFI directory, which has been reviewed by the Engineer of Record. Failed members were replaced with new lumber which subsequently received additional reinforcement per the structural drawings (signed, sealed, and issued for construction by the Engineer of Record). Before the project moves onto the interior-finish phase, there must be two structural inspections; one conducted by a testing agency, and the other by the State Of New Hampshire Division of Fire Safety. These inspections will occur before insulation and drywall are installed so that the structural elements are visible. Reports will be produced for each inspection.

### Inspections

- Since the Select Board's visit to the site, there has been one additional inspection by the State of New Hampshire Division of Fire Safety. All in-ground plumbing (embedded in slab) has been pressure tested. The test procedure followed the standard protocol of holding 10 ft of head pressure in each tested line. The work passed inspection and has been documented by the state as well as in our project log.

Keith Mullane, CCI Building Committee

**Questions from Trustee DeRusha for the CCI Building Committee**  
**December 2025**

*Is it the intention of the CCI to leave asbestos in the floor?*

- Asbestos Containing Material (ACM) is not located in the wood floor. ACM is located in the "subfloor" in a section of the first floor. It is comprised of floor tile and mastic that was covered by a wood floor years ago. A section of the wood floor and tile was removed when a conduit had to be re-routed under the floor. The abatement action was permitted through the NHDES asbestos group as required. The ACM is not accessible to anyone. The ACM is contained and covered by a healthy wood floor. There is no exposure concern due to the floor tile being a subfloor. This is a standard practice in this type of situation.

Answer from: Cliff Harper  
Environmental Consultant

*Are the exterior walls going to be stripped, checked for mold and receive all new insulation?*

- Yes, the project team has determined that complete replacement of the exterior insulation will be beneficial for the longevity and energy performance of the structure. All locations where mold is identified will be sprayed with fungicide and sealed before new interior insulation is installed.

*Is there an engineer's report regarding the repair of failed trusses?*

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Answers from: Ian Drennan, P.E.  
Project Supervisor  
Trumbull-Nelson Construction Co., Inc.

Keith

My revised responses below:

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Additional information:

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Ian Drennan, P.E.  
Project Supervisor  
Trumbull-Nelson Construction Co., Inc.  
P: 603-678-1269