

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Tuesday, 16 January 2018 at 5:00 pm

Mr. John Garvey (2020) Chair
Mr. Matt Hubbard (2018)
Ms. Wendy Dumais (2018)
Mr. Gordon Terwilliger (2018)
Ms. Annie Beck (2019)
Ms. Nancy Mahar (2019)
Mr. Frank Anzalone (2020)
Ms. Sandra Licks
Minute-Taker Ms. Laura H. Guion

MEETING MINUTES

- Approve minutes of December 19, 2017
Mr. Anzalone made a motion to approve the minutes of December 19, 2017, seconded by Ms. Dumais and was unanimously approved.

ACCEPTANCE OF CASH DONATIONS

- Mr. Anzalone made a motion to accept \$920 donated in December, seconded by Mr. Hubbard and was unanimously approved.

COMMITTEE MEETINGS & REPORTS

- Library Director's Report: NH State Library software and servers shut down December 6 making inter-library loans a tedious task via telephone and email. Although the Legislature has approved funding for a new system, it will take about two years to complete the process. Ms. Licks has reviewed the annual magazine renewals. The following subscriptions will be discontinued; *Glamour*, *School Library Journal*, *Teen Vogue*, *Chop-Chop*, reducing the cost of subscriptions by about \$150.00. The New London Winter Carnival, Feb. 2-4 will be happening in the next few weeks. TML will be hosting a Magic Show Sat. February 3 at the Library. Ms. Licks attended the 100th Anniversary Kick-Off for NL Hospital. The present site of TML, then "Morgan House", was the original location of the hospital during WWI. In 1918, Jane Tracy opened space for six beds with 3 doctors and 3 nurses. The Friends new project will be updating the meeting room. They wrapped up 2017 with \$700 more in donations than the previous year. Two new members, Sue Eslick and Judy Sheon have replaced two outgoing members.
- Facilities Committee: The radiators on the second floor, lost pressure and were not emitting consistent heat. An old radiator in the custodial area had a small leak that was fixed after a valve was tightened. The basement remained dry during recent melting of snow plus heavy rain.

- Personnel & Policy Committee: Mr. Terwilliger reported that three members of the BOT met to create a more user-friendly Library Director review process and extended the revisions to the rest of the board for final approval. The review is styled as more of a prompt rather than the previously suggested scale approach. Now, there are areas for comments. Each of the BOT will process an annual review of the Library Director. The standardized procedure includes the Library Director to complete a self-evaluation. The committee will meet with the Library Director to review all of the evaluations upon completion prior to February 21.

OLD BUSINESS

- FY 2019 Budget update - After the Library's presentation substantiating the requested budget increase for The Town of New London Budget Committee, the operating budget and capital reserve fund requests were unanimously approved, by the town, for the Library needs.
- Review of Library Director

NEW BUSINESS

- Ms. Licks drafted the annual submission to the Annual Town Report and requested the BOT to proof read it and give feedback.
- Head of Youth Services on medical leave – at 5:36pm, under RSA 91-A:3 II (a-h) Ms. Dumais made a Motion to enter Nonpublic Session which was seconded by Mr. Terwilliger.
 - Donation of sick time
- Set fees for FY 2019 (copier/printer, fines, nonresident) A motion was made by Ms. Dumais that copier/printer, fines and nonresident fees would not be changed, seconded by Mr. Anzalone and was unanimously approved.

UPCOMING SPECIAL EVENTS / MEETINGS

- Filing period for candidacy for elected officials, Jan. 24 – Feb. 2
- Public Hearing on budget, Feb. 7
- Library Director on vacation, Feb. 26 – Mar. 2
- Town elections, Mar. 13
- Town meeting, Mar. 14.

OTHER BUSINESS / FUTURE AGENDA ITEMS

- Treasurer's Report (February)
- Library records retention (financial, personnel, minutes)

NON-PUBLIC: The Board of Trustees may enter into non-public session, if so voted, to discuss items listed under RSA 91-A:3 II (a-h)

NEXT MEETINGS, Tuesdays at 5:00 pm

- February 21 – in the meeting room due to Wednesday night time

Mr. Anzalone made a motion to accept to adjourn, Mr. Terwilliger seconded the motion, and was unanimously approved.

ADJOURNMENT 6:16

**Respectfully submitted,
Laura Halkenhauser Guion**