

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, 16 January 2019

The meeting was called to order at 5:00pm.

Present: John Garvey (2020 Chair), Gordon Terwilliger (2021), Wendy Dumaïs (2021), Eula Kozma (2021), Nancy Mahar (2019), Sandra Licks (Library Director), and Jennifer Vitiello (Recording Secretary)

Absent: Frank Anzalone (2020), Annie Beck (2019)

REPORT from Head of Youth Services, Ben Cote

Ben informed the Board with an audio-visual presentation of the various services, programs and attendance in the Youth Services department.

- 3,342 people attended youth events, which is the largest since 2011 and after that going back to 2002.
- There are approximately 600 new resources for circulation, one of those being a ukulele, which has never been in the building more than 24 hours.
- Approximately 20,000 items have circulated in just the youth department
- Reorganization of some portions of the youth/teen collection to make it more user friendly
- Gone through the collection to make sure all the spine labels are consistent and accurate
- Organized and cataloged all of the Tomie dePaola collection in chronological order
- Tomie's intern from Colby Sawyer college has been coming every week to pick up a batch of books and scanning them to make a digital catalogue
- Tomie will replace books where there gaps in collection
- Reached out to area pre-schools to share resources and story-time with them. ABC's sent an email complimenting Kristine Hussey on her fabulous outreach. Windy Hill comes for story time but if weather is inclement Ben will go to them.
- Have cooperated with the Historical Society for programs.
- Averaging 20 people attending each of our themed story-times on Tuesdays and Wednesdays in the morning. Kristine Hussey establishes a theme, provides connected activities and sends story sheets home with the children.
- There were several great story-times over the summer that included other staff members and people in the community including a fire fighter. There were 50 attendees at one event.
- Approximately 150 teens and children signed up for the Libraries Rock Summer Reading Program. Collectively they read over 90,000 minutes.
- Successful weekly LEGO club and monthly movie days and game days with an average of 15 to 20 people.
- Organized a "Holiday Hoopla" evening event and over 100 people attended including Santa Claus
- Finished the year with a trip to see Tomie dePaola at the Boston Holiday Pops Concert. Sixteen fifth graders were chosen to go free of cost thanks to several donations. Thirty community members also made the trip in. Due to the crowd of people the caravan of New Londoners was not able to meet with Tomie dePaola but he was aware of their presence and thanked the party publicly via the Kearsarge Shopper. The library also received individual thank you notes from the children.
- Ben has joined the Rotary Club Literacy Committee and there are several events in the works for this spring. Tracy Library is also working with the New London Department of Recreation, The New London Benevolent Police Association and Colby Sawyer College to host winter carnival events in the beginning of February.

- Ben is doing research on broadcasting live on Facebook, which he thinks will be beneficial on days that schools are closed.
- Ben is also looking into video-conferencing via SKYPE to connect to authors.
- Ben accepted a generous donation of hand puppets from John Garvey.

MEETING MINUTES

The minutes of the November 14, 2018 for Tracy Memorial Library Board of Trustees Meeting were noted and accepted by Chair Garvey.

ACCEPTANCE OF CASH DONATIONS

Cash donations for the month of November were \$1,025 and \$625 for December. \$900 is in memory of George Doolittle, \$100 is in memory of Kate Bingham, \$100 in memory of Jack Flynn, and there was a one-time annual donation of \$500

MOTION TO ACCEPT cash donations of \$1,025 for month of November and \$625 for the month December was made by Nancy Mahar and **SECONDED** by Wendy Dumais. **THE MOTION WAS APPROVED UNANIMOUSLY.**

Trustees inquired about the photo in the paper of a person from Wilmot who attended the Boston Pops event and appeared to take credit for organizing the New London event. Sandra made clear this person had nothing to do with our event and thought the caption under the photo was very misleading.

COMMITTEE MEETINGS & REPORTS

Library Director's Report

- Thanks to the Friends the AV upgrade in the meeting room on January 28 will provide HDMI connections to the projector which is the most popular choice on newer devices and computers. Sound issues will also be addressed at this time.
- Also thanks to the Friends for the new carpet installation in the meeting room to take place the week of February 25.
- The Friends have closed out their fundraiser year 2018 with an all time high of \$22,905 that was raised for the library. That money came from 243 donors. Many of the donations were very generous. The Friends will be publishing the next issue of Tracings in February and they are planning a local author program for May.
- The book display area has a theme on fresh starts or New Year resolutions. There is a quilter displaying in the locked case.
- NELA conference report: Sandra shared her experience at a workshop that discussed “How to Better Serve LGBTQIA+ Patrons at Your Library” and stated every library community has queer people in it. This population is usually underserved and the workshop covered topics to make the library more inclusive of people who may be part of the spectrum:
 - Lesbian,
 - Gay,
 - Bisexual,
 - Transgender,
 - Queer Questioning,
 - Intersex,
 - Asexual Aromantic Agender Ally
 - The + at the end of the acronym is to cover constantly evolving identities as time, attitudes and language change and to cover everyone else. This workshop made suggestions about how this might be done and Sandra talked about Equality (the same) vs. Equity (sometimes different treatment needed) and a few award-winning books on the topic that should be more easily searchable in ILS. There will be questions on how

to display and/or integrate materials in the library and that children's books especially may be challenged by patrons. The library might advertise Queer programs with rainbow flyers and change restrooms to gender neutral (which is presently the situation). Perhaps eliminate the collection of gender information in ILS, as well as listing the preferred name of the patron. Queer staff members also need to feel the library is a safe environment, and some libraries have normalized pronouns for badges, business cards and email signatures. Perhaps we could consider a drag queen story hour. Most important it is ok to make well-intended mistakes. Sandra asked staff not to make gender assumptions when looking at someone and to take our cues from them. Use gender neutral default descriptions such as "friends" or "folks" vs. "boys" or "girls." Sandra shared an example where an employee changed a name in ILS at the teen's request.

Treasurer's Report

Nancy stated that in the past three months we have been pretty much on budget with items. She noticed that the payroll was larger in November because there is an extra week but everything else seems to be on track and close to the budget that we set up for the year.

There were more repairs in October due to some routine maintenance work and replacement of HVAC.

MOTION WAS MADE TO APPROVE the quarterly report by Wendy Dumais and **SECONDED** by Gordon Terwilliger. **THE MOTION WAS APPROVED UNANIMOUSLY.**

Chair Garvin thanked board members Wendy Dumais and Eula Kozma for their attendance and support at a recent budget meeting, as well as Sandra Licks for a professional stream-lined presentation. He repeated the compliments he received from several people about the board's good work.

OLD BUSINESS

No card, no check out (ongoing trial procedure)

This new procedure has been used 15 times since November. Sandra said this service is helping patrons but would be concerned if service used by same person more than once. One person has used the service three times and he is experiencing medical issues. People should not become frustrated when they do not have their card, and putting library barcode app on phone is easy to use and accommodating. This action resulted in 15 happy people! The board did not feel a need to consider this at future meetings.

FY 2020 budget – update

Four board members attended the meeting where the operating budget was approved on January 2, 2019. Sandra shared there were several flattering comments and a question from a budget committee about current library traffic. One member asked about energy use and the cleaning contract. The town will be moving forward with an RFP for a new cleaning contract for the town and the library will be included in that.

Capital Reserve meeting

- Sandra attended on January 9 and reported it was passed unanimously so we are still in line for the \$35,000 deposit into our capital reserve and the \$50,000 expenditure to proceed with the stack room project.
- Sandra reported the Selectmen are going to be asking for two large bonds at Town Meeting. One is for \$600,000 to repair the Buker Building (currently houses police department) and there will be no more requests for the police department at this time. They will also be asking for \$750,000 for some infrastructure improvement related to culverts and bridges.
- Bill Helm announced that he will not be running for Selectmen.

- Sandra will attend the Public Hearing that is coming up on February 6. In the past this has not been well attended by residents. This is the last time the Budget Committee can make cuts or make adjustments.
- Sandra will attend Town Meeting on March 13 and trustees are encouraged to attend.

Status of concrete wall

Since last meeting 3 additional items have been completed by the general contractor. There are now four outstanding items, two are significant: the wall and the automatic door closer for the audio-visual room. Sandra stated she would like to draft a letter addressing the two major items as well as the two minor items that are still outstanding and a deadline should be established.

Status of security cameras

As of November 26, the security camera system is installed and is capable of saving 12 days worth of video coverage for the main entrance, the shed in the back and the fountain in the garden. The final cost was \$1949, which is \$800 less than another quote and the cameras are better quality. The installer is local.

NEW BUSINESS

Sprinkler system is not currently on the capital reserve plan, and this issue has been raised by Selectmen and by the Budget Committee at recent public meetings. It is going to be more complicated and intrusive to install in the library versus the Academy Building (just completed) and Whipple Hall (set for next year). There was discussion of water damage (\$450,000) at the library in Stowe, VT where the sprinkler system malfunctioned recently. A burst pipe did not cause this malfunction. The system is designed to keep pipes pressurized at 100PSI and when a 90 degree bend in the system failed, the air pressure in the pipes dropped enough so that the water came into the system. This water ran for 30 minutes before it was discovered. It started in the attic and ran down to the basement leaving 10 inches of water. Sandra also shared the story of a sprinkler malfunction that flooded the children's area at her previous place of employment.

Chair Garvey suggested tasking the facilities committee with looking into the pros and cons of a sprinkler installation.

Chair Garvey would like to have documentation that the Board of Trustees gave sprinkler installation much consideration and research, including pros and cons, and an explanation as to why the decision was made **to install or not to install**. If a fire were to occur, Chair Garvey would like the Trustees to go on the record as having done due diligence by giving serious thought to a sprinkler installation. Sandra stated that if the Trustees were to be in favor of a fire sprinkler system then the board should start building into the capital reserve when they feasibly think it can be accomplished and to keep open the dialog with the town including the fire chief. It was agreed to look for 3 proposals and openly share with town.

A MOTION was made by Gordon Terwilliger to task the facilities committee to research the pros/cons of a sprinkler system for the library, using at least three different contractors to get professional opinions, and report back to the trustees by April 2019. **THE MOTION WAS SECONDED** by Nancy Mahar and **MOTION PASSED UNANIMOUSLY**.

Registered sex offender using library computers

The detective for the New London Police Department informed Sandra that currently there is a registered sex offender using the library computers to access an online dating service. The person's offense was viewing and storage of child pornography and the probation period is for life. This person was not convicted of any physical contact. This person's parole officer gave permission for this, but the New London detective suggested having this person banned from the library. Sandra stated this would be contrary to library policy. The library does not have the authority to ban anyone unless they break a

library rule. To date this person has been in many times with no problems. Staff is aware of the situation and there is a picture and information about this person in the circulation office.

Annual Town Report for 2018 is complete and Sandra will accept any feedback by end of day January 17. Circulation numbers are down from 2017 but we are doing other things that are relevant. Door counts remain the same. Youth Services statistics are up, down-loadable statistics are steady. Sandra informed she would also submit photos with the report.

Hiring of new Youth Services Assistant – Rachel Ensign has taken the position and has started training. She will work on Tuesdays from 4pm to 8pm, on Thursdays from 4pm to 6pm and every other Saturday, and compensation will start at \$13 per hour. Rachel runs the Sparrow School and has a Masters Degree in Childhood Development from Wheelock College. She has lived in the community since she was 17 years old and attended Colby Sawyer College.

Process for review of Library Director – Gordon presented an outline of what was currently used last year. He stated he put much thought into developing last year's model and it would suffice. Other trustees were happy with the format, and it will be sent out and returned online. Chair Garvey emphasized it should be forwarded to Gordon and not Sandra. After John, Gordon and Frank share amongst themselves, they will meet with Sandra who will do a self-evaluation. Staff does not have input. Evaluation should be completed by February 20 and returned to Gordon.

Filing period for candidacy for elected officials, January 23 - February 1 – Sandra asked for recommendations to fill the seat to be vacated by Annie Beck.

UPCOMING SPECIAL EVENTS / MEETINGS

- Director Sandra Licks will be on vacation the week of January 21
- Public Hearing on FY 2020 budget on February 6 at 7:00pm at Whipple Hall
- Winter Carnival to be held February 7 to 9, 2019. The library will be participating with a Trivia Challenge on February 7 and will co-sponsor a juggler/comedian with the police department on February 9.
- Town Elections, March 12, 7:00am – 7:00pm at Whipple Hall
- Town Meeting, March 13 at 7:00 pm, Outing Club Gymnasium

FUTURE AGENDA ITEMS

- Set fees for FY 2019 (copier/printer, fines, nonresident)
- Letter to general contractor
- Personnel policy re: dispute resolution

NEXT MEETINGS

- Third Wednesday of the month at 5:00 pm: Feb. 20, skip March (Town Meeting), April 17, May 15, June 19, July 17, August 21, September 18, October 16, November 20, December 18

MOTION TO ADJOURN the meeting was made by Nancy Maher and **SECONDED** by Gordon Terwilliger. The meeting adjourned at 6:04pm.

Respectfully submitted,

Jennifer Vitiello, Recording Secretary