

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

Tuesday, 17 January 2017 at 5:00 pm

Present: **Mr. John Garvey (2017) Chair**
 Mr. Frank Anzalone (2017)
 Ms. Wendy Dumais (2018)
 Mr. Matt Hubbard (2018)
 Mr. Gordon Terwilliger (2018)
 Ms. Annie Beck (2019)
 Ms. Nancy Mahar (2019)
 Ms. Sandra Licks
 Minute-Taker Ms. Laura Halkenhauser

Call to Order: 5:02

MEETING MINUTES:

- The minutes of 20 December is pending.

ACCEPTANCE OF CASH DONATIONS

- Ms. Mahar made a motion to accept \$2,600 donated in December was made, Ms. Beck seconded the motion, and it was unanimously approved.

COMMITTEE MEETINGS & REPORTS

- **Library Director's Report** Sunapee Library Director, Mary Danko, is leaving Sunapee Library to go to Burlington, VT. The salary range is \$57K -\$63K to start (minimum start is \$1 above our minimum, maximum start is at our 25% for Library Director). Ms. Danko will be earning \$83,000 – in Burlington – a much larger library. The Nook periodicals will be discontinued – Barnes & Noble will not be working with Overdrive. There may be another source in the future. The meeting room is being used by the library until the Tomie dePaola room is fixed. Updating the AV/Computer Room will be done in conjunction with the 3-day closing, March 27-29, for the Koha training. The AV computer room will be more functional and flexible. TML just received a \$12,500 donation from the estate of Patty Brewster which could be used to upgrade the carpet. We need to hold a public hearing, and there has to be one week of advertising – hoping to resolve this decision by the next meeting. This month is the 35th anniversary of Timmie Poh –In her honor, we will designate a “Timmie Poh Day” – a resolution of appreciation from the board as well as gift of flowers and dinner at NL Inn. Suggestion to the BOT to sign birthday card to employees. Ms. Licks will bring to each meeting, for signatures, before the date.
- Ms. Beck made a motion to go forward with the plans for Timmie Poh, Mr. Hubbard seconded the motion, and it was unanimously approved.
- **Treasurer's Report** – Ms. Licks, Mr. Garvey, Mr. Anzalone and Mr. Hubbard attended the town Budget Committee meeting; the Library was up last. We were asking for a 6% budget increase mostly for wages as a result of the compensation survey. TML was asked about rate increases but noted that it seemed equitable. No firm decisions have been made by the Budget Committee. However, the Budget Committee noted that from a budgetary standpoint – the Library presentation went very well and was very well organized. Mr. Anzalone had done his homework regarding the leak in the children's area. Mr. Garvey asked the Town if they had any

other questions, Ms. Nancy Rollins said she'd like us to think about sprinklers. Asked about the hidden plumbing defect – complicated because there are zones everywhere. The Town requested a copy of TML wage study. Town then asked for different information which brought up the question of “right to know.” This topic brought up a discussion regarding the Library’s autonomy. The town may look at our work for informational value. Last year, Ms. Dumais & Mr. Terwilliger attended the Library conference and were made aware of the proper use of Non-Public Minutes. Any notes not intended for the public, need to be voted on and noted as to why they should be private as a motion to seal minutes. The Non-Public minutes are private, but the result of the vote will be public. The Chair, Mr. Garvey, wants to be as cooperative as possible and work with the town. Ms. Licks’s good work has gotten very positive feedback from the town.

- **Facilities Committee** Mr. Anzalone will address the sprinkler issue and do a report on what it would entail after the foundation drain, and Tomie Room are repaired. The foundation will be addressed in the Spring. Capital Alarm will be called about installing moisture alarms under the stairs and the boiler room. When the walls are open, in the basement, this should be done. The air in the pipes in Ms. Licks’s office needs to be addressed due to the constant need to bleed them. Mr. Anzalone said that this shouldn’t be happening and that automatic bleeders need to be considered. Need to speak with Air Design again to get their thoughts.
- **Personnel & Policy Committee** - awaiting the second round of edits to the policy

OLD BUSINESS

- A pipe burst in children’s department on Dec. 18 under the stair area - \$28K for repairs in-kind and does not include \$2,785 for the emergency repair. In Kind will do the zone valve replacement. Also to be replaced, the children’s seating \$280, area rug - \$250, and use of Rent-A-Crates starting at \$1000. (\$700 is for delivery and pick up).
- Stairwell heat replacement. When the wall is opened, spray foam will be inserted. The stairwell is an exterior wall, and to remedy the heat issue, Mr. Anzalone suggested a radiator be installed at the bottom of the stairs. The heat will be directed, with use of a heating fan, up the stairs as well as from the upstairs down. Not ideal, but it will get the job done and will be on its separate zone. The thermostat will be relocated to the bottom of the stairs which will be able to react to the cold air as it blows into the building. There will be a brand new commercial grade manifold in the boiler rooms –so if it fails, it will be stuck in the open position. The work will be done on Mondays to not interfere with the customers. In the Tomie dePaola Room, the floor will continue to have radiant heat and will be leveled by putting the tubing directly on the slab and embedding it in the cement floor by pouring a coating of cement over the tubing. The radiant heat is very efficient and more cost effective than baseboard. Should there be another water issue, TML would only be looking to replace the carpet instead of the big project we faced this time.
- Mr. Anzalone made a motion to spend, not to exceed \$13,000 to open the stairwell wall and remove the heating system; to apply new spray foam in the opened wall and install an improved heating system for the stairwell, then replace the wall. Ms. Beck seconded the motion, and it was unanimously approved.
- Mr. Anzalone made a motion to spend not more than \$20,000 above the amount covered by insurance to remove the plywood radiant heating track system and

install a new system embedded in concrete and install new carpeting in the Tomie dePaola room. Ms. Dumais seconded the motion, and it was unanimously approved.

- FY 2018 budget update (discussed under Treasurer's Report)
- Generator we are still awaiting three quotes.

NEW BUSINESS

- Narrative of 2016 for Town Report – Ms. Licks wrote to include all the positive news for the year surrounding patrons, materials and circulation, online resources, services, programs, donations, facilities, and staff. Notably, Circulation is up 2.7%
- Set fees for FY 2018 (copier/printer, fines, nonresident) All will remain the same. Mr. Terwilliger made a motion to leave the nonresident fee the same, Mr. Anzalone 2nded and unanimously approved.

UPCOMING SPECIAL EVENTS / MEETINGS

- Budget Committee finalizes budget, Jan. 18
- Filing period for candidacy for elected officials, Jan. 18 – 27, 2017
- Reconciliation meeting with Budget Committee and Selectmen, Feb. 1
- Public Hearing on Budget, Feb. 8
- Town elections, Mar. 14
- Town meeting, Mar. 15

OTHER BUSINESS / FUTURE AGENDA ITEMS

- Public hearing to accept gift from Brewster estate, February
- Three-year review of policies (2nd half), February
- Review investment policy, March
- Library records retention (financial, personnel, minutes), TBD
- Consider purchase of new generator, TBD

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)

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NEXT MEETINGS

- THURSDAY, February 23 at 6:37 pm
- Tuesday, March 21 at 5:00 pm

ADJOURN 6:45

Respectfully submitted,
Laura Halkenhauser