

**Tracy Memorial Library  
Board of Trustees Meeting Minutes  
17 October 2018**

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

**Absent:** Annie Beck (2019)

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

**Meeting Minutes**

**A MOTION TO ACCEPT** the minutes of the September 19, 2018 for Tracy Memorial Library Board of Trustees Meeting was made by John Garvey. **THE MOTION WAS APPROVED UNANIMOUSLY.**

**Acceptance of Cash Donations**

There were no cash donations for month of September.

**COMMITTEE MEETINGS & REPORTS**

**Library Director's Report**

- The library has received some gifts in memory of George Doolittle who passed away and the library has been named by the family as the gift recipient. As of today the library has received \$600. All contributors will receive notes of appreciation to acknowledge receipt of donation.
- The library has received some gifts in memory of Bette Lancaster who passed away recently. All contributors will receive notes of appreciation to acknowledge receipt of donation.
- The library's entry for the annual town-sponsored Pumpkin People contest is Mo Willems' *Pigeon* character reading *Don't Let the Pigeon Drive the Bus*. It was installed on October 14 and is delightful.
- The current art on display in the locked cabinet is Yvonne Shukovsky's mixed media pieces.
- The large display area outside the meeting room has a collection of Halloween books and movies.
- Also on display is a list of 100 best-loved books in America in conjunction with the PBS series "The Great American Read" hosted by Meredith Vieira. The library currently owns most of the books on the list and has purchased several titles it does not have in the collection. Links can be found at <https://www.pbs.org/the-great-american-read/books/#/> to vote.
- There will be a delay in the installation of the security cameras because the installer is sick.
- Sandra Licks reviewed *The Library Book* by Susan Orlean about a 1986 blaze in Los Angeles that burned the public library and over 1 million books.
- There is a link on the library web site for information on the upcoming election on November 6. All of the information is non-partisan.

**Treasurer's Report (quarterly)**

Nancy Mahar stated the P&L and balance sheets show that we are within budget through September. The recent restricted gift of \$95,000 has been deposited and is reflected on both sheets.

Sandra noted all the 2018 fiscal year paperwork has been submitted to auditors at town hall and as yet has not received comment. Money generated by the library is deposited every two weeks unless there is a large gift, and Sandra deposits the appropriation check within one business day of receipt. A new town policy states deposits should be made weekly and any monies received over \$500 should be deposited as soon as possible. Sandra and Nancy will be mindful of the levels of cash and checks in light of this.

### **Facilities Committee**

- Granite Roots: The handyperson was last here on September 18 and made little progress on the list of outstanding items. Sandra is following up with contractor/owner on six specific items. Owner acknowledges that this work is owed to us. It appears time is running out for completion of the wall due to the weather. Owner is busy finishing up other projects but said his handyman will return in a couple of weeks. Sandra stated she has made many attempts in the year and is getting frustrated. Frank Anzalone stated this should be documented in writing. John suggested discontinuing all discussion and entering nonpublic session at the end of meeting.
- Frank and Sandra had an earlier meeting with Jamie Hess of the Energy Committee where they were informed of a proposal on behalf of the Town regarding the installation of solar panels on town land, buildings and possibly the library. We would be taking part in a larger plan including the fire department and public works. There are several funding options:
  1. To have an investor purchase the panels and charge the library for its power at a fixed rate. There would be no up-front cost. After six years the panels could be purchased at reduced cost.
  2. To save up money in a capital reserve so that we could purchase outright.
- Fire Chief Jason Lyon continues to remind Sandra that the library does not have a sprinkler system. The Academy Building is nearing completion and Whipple Memorial Town Hall is next in line for sprinklers.
- The library's motorized doors are hard to open, especially for a small child. Frank informed there is a mechanism that can be installed that would make this easier.
- Frank also suggested a walk-off mat that is recessed for the front door. This would allow for the mat to be removed and remaining debris in the tray underneath to be swept up. There is one for examination at Colonial Pharmacy.

### **Personnel & Policy Committee**

- Gordon Terwilliger wondered if library employees have a voice to the Board of Trustees. He said the board has never heard from the employees. Sandra noted that the employees had direct input with the Board during the wage and benefit study and that occasionally staff attend Board meetings to report on their activities. She responded that in general any comments from employees to the board would be through her, that she represents the employees, since trustees supervise the director and the director supervises all staff. In the past board members have attended a staff meeting which are currently held on the second Wednesday at 8am. Sometimes there are social occasions where staff mingle with board members. Frank asked how an employee would report a workplace issue caused by the library director. Sandra replied the employee should approach a board member. There is a Town Personnel Policy that the library ascribes to, which directs employees to the Board of Selectmen. Sandra opined a change so that it is clear to library employees that a grievance

should go the Library Board of Trustees (not the Selectmen). Sandra and Gordon will work on drafting this change.

- Sandra informed the board that a part-time employee will be leaving. More information will be shared at the next meeting.

## **OLD BUSINESS**

**LED Lighting:** John recused himself from discussion concerning Eversource since his wife is on the board. Sandra informed she has been working with Jamie Hess of the Energy Committee since April. She informed the board of the Smart Start program by Eversource which is offered to municipalities. This program provides all the up-front money for the project, which will be nearly \$30,000 after rebates. In return, the library would pay the electric bill amount that it currently pays. Savings will be realized when the project is paid off through the monthly bills. Currently, the LED lighting consultant has put together a proposal and submitted to Eversource and an answer should be coming soon. The return-on-investment will be 4-5 years. After that we will realize an annual savings of over \$6000. Sandra stated she should have final figures and a contract to sign at the next board meeting.

### **No Card, No Checkout:**

Trial program started and a form has been designed that patrons will fill out when they do not have their library card but do have a photo ID. Sandra will review completed forms with staff so that she can assess the implementation of the trial.

### **FY 2020 Budget Update:**

Salaries and wages were discussed at the recent Selectmen's Meeting. Sandra was informed that the Selectmen requested the library's wage history for the last few years from Wendy Johnson. The Selectmen have budgeted 2.5% for merit/step increases. Cost of living increase has not been ascertained as yet. Health and dental insurance may increase but we do not need to adjust our benefits line item due to savings realized the previous year. The Selectmen have requested that we change the date of our budget presentation from November 5 to either October 29 or November 19. It was determined that more trustees would be able to attend November 19, so Sandra will request that date.

## **NEW BUSINESS**

### **Cleaning Contract:**

The library's full-time custodial position was eliminated in 2008 in favor of a town-wide cleaning service that would clean all the town buildings. Our portion of the contract recently went from \$300/week to \$400/week without notice. Town Administrator Kim Hallquist plans to issue an RFP (request for proposal) for another contractor in the winter. Frank would like to consider hiring a full-time or part-time person to do the library cleaning and/or repair work.

### **Flooring Estimate:**

For Flotex commercial flooring, the meeting room estimate is \$7500 and \$9100 for the stack room. Sandra shared samples of the new flooring for board members to see and touch. These tiles can be washed or vacuumed. The meeting room could be funded by the Friends or by our operating budget; the stack room as part of the capital reserve project.

**Holiday Closures:**

Sandra will distribute a list of holidays through 2019 at the next board meeting.

**UPCOMING SPECIAL EVENTS / MEETINGS**

- New England Library Association conference, October 21-23 (Sandra Licks, Jo-Ann Roy, Ben Cote)
- Director on vacation, October 19 and October 24-26 (conference in middle)
- Selectmen and Budget Committee review library budget, **November 19 at 6:30PM \*Note new date\***

**OTHER BUSINESS / FUTURE AGENDA ITEMS**

**NON-PUBLIC:** It was moved (John Garvey) and seconded (Frank Anzalone) to enter into non-public session pursuant to RSA 91-A:3 II (c) *Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting.*

Roll call vote: Garvey (Y), Anzalone (Y), Dumais (Y), Terwilliger (Y), Mahar (Y), Kozma (Y)

The Board entered nonpublic session at 6:10 PM.

The Board reentered the public session at 6:18 PM.

IT WAS MOVED (Frank Anzalone) AND SECONDED (Gordon Terwilliger) to seal the nonpublic session meeting minutes because the divulgence of the information likely would affect adversely the reputation of a person other than a member of the public body itself, or render the proposed action ineffective. THE MOTION WAS APPROVED UNANIMOUSLY.

**NEXT MEETINGS**

- Wednesdays at 5:00PM: November 14 (one week early), December 19

**MOTION TO ADJOURN** the meeting was made by Frank Anzalone and **SECONDED** by Nancy Mahar. The meeting adjourned at 6:20PM.

Respectfully submitted,

Jennifer Vitiello  
Recording Secretary