

**Tracy Memorial Library
Board of Trustees Meeting Minutes
Wednesday, 14 November 2018**

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

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

Meeting Minutes

The minutes of the October 17, 2018 Tracy Memorial Library Board of Trustees Meeting were approved as written.

ACCEPTANCE OF CASH DONATIONS

Cash donations for the month of October were \$750; much of this was given in memory of George Doolittle and the library has received \$1400 to date in memoriam.

MOTION TO ACCEPT cash donations of \$750 for month of October was made by Frank Anzalone and **SECONDED** by Gordon Terwilliger. **THE MOTION WAS APPROVED UNANIMOUSLY.**

COMMITTEE MEETINGS & REPORTS

Library Director's Report–

Sandra Licks, Jo-Ann Roy and Ben Cote recently attended the NELA (New England Library Association) conference in Rhode Island. Ms. Licks stated her appreciation to the board for supporting the staff's professional development. Ms. Licks stated the conference was very informative and will review several of the topics (below) at future meetings.

- Making the library a welcoming space for patrons
- Ditching the Dewey Decimal System
- Beer and Books (nontraditional approaches to book & author events)
- Film screening of documentary on Ashley Bryan (renowned artist, writer, storyteller, humanitarian living in ME)
- How to Better Serve LGBTQIA+ patrons
- Big ideas from the ALA president
- Fail Faster (don't be afraid to try new programs, etc)

Ms. Licks informed that she would be hosting a holiday party on November 28 for staff. Secret Santa gifts will be on the entertainment list and staff members are to bring a potluck appetizer.

The Friends have stepped forward again and are funding the 13 staff holiday bonuses with Chamber of Commerce gift certificates, which can be used at local businesses in the Kearsarge area. The town used to give all employees a holiday bonus but this was cut several years ago.

There is a main display on Thanksgiving cooking, decorations and books on being grateful. Head Gardener Sally Dean has displayed her artwork with leaf printing in the lighted showcase. There was also a Veterans' Day display of books and movies related to their service.

Facilities Committee–

Frank Anzalone asked if the Friends have been contacted about funding the new carpeting in the meeting room and Ms. Licks confirmed. Mr. Anzalone stated he would approach the Elkins Fish &

Game Club about some funding for the carpet also. They already have donated some money and a flag towards use of the meeting room, which they use on a regular basis for meetings.

Ms. Licks stated her concern for the insufficient heat coming from the radiator in the meeting room and added she has to supplement with other available heat. In addition, the back stairway is very cold.

Ms. Licks was going to gather information about the general contractor's outstanding items and date for completion, and on October 30 he verbally agreed that all the work was owed. It was agreed to document in writing and a letter should be sent to the general contractor.

The security cameras will be installed on November 26.

The outside lighting system is on a timer and has worked perfectly fine for the past 12 years. They failed last week and patrons could not see their way on the paths and stairs. Ms. Licks called an electrician for the emergency repair.

Frank Anzalone asked for consideration of hiring a part-time person for 30 hours to do the maintenance, cleaning and small repairs. This person would have general building knowledge. Ms. Licks stated this money could come from the repair budget, which has increased by \$10,000 over last year. Currently the library shares a cleaning service that includes all town buildings, but the cost of this has increased significantly.

OLD BUSINESS

LED Lighting–

Ms. Licks stated the Smart Start application proposal had been submitted to Eversource but there is no more money available for 2019. She wondered if it was prudent to prepare another application and submit in August of 2019 for the 2020 funds although there is no guarantee the money will be available. It is possible the program may end. Ms. Licks offered three scenarios for funding the lighting project.

1. Pay for first phase out of fiscal year 2019 operating money.
2. Pay for second phase out of fiscal year 2020 operating money.
3. Tap into the capital reserve money that will be available July 1st, 2019. Already planned is a stack room project that could include lighting.

Ms. Licks reminded the board the total cost still reflects a rebate of \$10,000 off the original cost of \$40,000. The option for the rebate will not expire.

Mr. Anzalone suggested a two-stage approach: ask the contractor to ascertain which light fixtures consume the most energy and which light fixtures are the most dangerous. Ms. Lick stated the lights in the stack room and the lights in the circulation desk are the largest energy consumers and are the most dangerous. There was discussion as to preference for a two-stage approach or a complete job. Board members cited shipping costs, future availability of the light fixtures and scheduling a second work crew as impediments that may hamper installation and drive up cost in a two-phase project. Ms. Lick said the most intrusive work could be done on Mondays when the library is closed. Mr. Anzalone proposed to use the capital reserve money for fiscal year 2020 (which is July 1, 2019) that includes lighting for the stacks room and the circulation desk area and to wait to finish the project with Smart Start 2020 money. Chair Garvey asked to see a proposal for a two-year phased job to compare with doing the entire job at one time. Mr. Anzalone agreed. Ms. Licks stated the capital

reserve budget will be discussed with Selectmen on Monday and they will want to know what is going to be spent. In conclusion, it was decided to fund the stack room and circulation desk lighting with the capital reserve, which is available July 1, 2019, and to price out two phases versus Smart Start in 2020.

No card, no check out–

Ms. Licks shared two occasions where the new trial procedure was implemented. A form was presented to the patron to fill out and required patron to produce photo identification. In both cases the patrons were thankful and pleasant.

2020 Budget Update–

Looking at the handout of Town department comparative budgets, you will notice the library at a 3.2% increase with the cleaning contract but it is 2.3% without the cleaning contract. Selectmen did decide on town employee raises to include a 2% COLA and a 2.5% step for a total of 4.5% raises for town employees. The library came in at 4% so it is a little under what is being done for the rest of the town employees. Ms. Licks asked if the board wishes to add another .5% to match the rest of the town; this will be considered at future board meeting. Annie Beck opined this seemed only fair that the library employees should receive the same raise as other town employees. Frank Anzalone stated his preference to wait. Chair Garvey stated an increase in wages for library employees has always been independent of what other town departments do, and we should retain our autonomy in this decision-making process. Ms. Lick reminded board members that the library would be presenting to the joint session (Selectmen and Budget Committee) on November 19 at 6:30pm. The presentation to the Budget Committee will be on January 2, 2019 at 7pm. Ms. Licks asked board members if they would attend.

Holiday Closures–

Ms. Licks presented the list of holiday closures, which includes the end of 2018, and a proposed list for 2019. In 2019 the Christmas holiday falls in such a way that the library will be closed Sunday, Monday, Tuesday and Wednesday. Chair Garvey asked the board to give Ms. Licks discretion on holiday closing days for 2019. All were in favor.

NEW BUSINESS

Part-time staff changes–

Two part-time staffers who share in the night/Saturday rotation independently came to the decision that their families were going to go away for four months in the winter. They may come back in the spring but the positions need to be filled as soon as possible. One of the employees who works in the youth services department has expressed a desire to work at the main circulation desk. A staff member who has been on call and is ready to assume a regular schedule will fill the other position. There is only need to hire an assistant in the youth services department for 6 hours per week and every other Saturday. This is currently being advertised. There will also be a swap for the (28 hour per week) interlibrary loan specialist position with a circulation desk assistant (approximately 14 hours a week) position. Both employees are in favor of this change.

Trip to the Boston Holiday Pops featuring Tomie dePaola–

This trip is an opportunity to strengthen our relationship with local author/artist Tomie dePaola in response to encouragement by the board. Mr. dePaola will be working with the youth services department on a special event for next year's summer reading program. Upon visiting Mr. dePaola's studio recently, Missy Carroll, Ben Cote and Ms. Licks discovered his artwork is going to be featured at the Boston Pops Holiday Concert and he will also attend on December 18 at 4:30pm to sign books.

Santa will be there also and the audience will have an opportunity to meet the conductor. Ben Cote took on the task of arranging the tickets and transportation for the event. The Friends of the Library have generously offered to fund a 54-passenger Premier Motor Coach. The ticket cost is \$49, and 20 tickets (16 for students and 4 for chaperones) will be reserved for students in need. Ben Cote and Missy Carroll will also attend. The George Doolittle Memorial Fund will partially fund the free tickets, and some other support will be sought. The 32 remaining tickets will be advertised to the public next week. Chair Garvey stated it should be made clear that this event is not funded by taxpayer dollars.

Special exception for LSVNA Elf Program to use meeting room–

The VNA puts together a program to donate gifts for needy family. The meeting room is used as a drop off point and all of this is done within the hours the library is open. The special exception is requested so that they may use the library meeting room on a Sunday so that families can pick up gifts in a private setting.

MOTION TO ALLOW Lake Sunapee Visiting Nurse Association (LSVNA) to use the library meeting room on Sunday was made by Frank Anzalone and **SECONDED BY** Annie Beck. The motion was approved **ANONYMOUSLY**.

UPCOMING SPECIAL EVENTS / MEETINGS

- Selectmen/Budget Committee review library budget, Monday, November 19, 2018 at 6:30 pm
- Library Director Sandra Licks on vacation, week of December 3, 2018
- Budget Committee reviews library budget, Wednesday, January 2, 2019 at 7:00 pm
- Budget Committee's final budget vote, January 16, 2019 at 7:00 pm

OTHER BUSINESS / FUTURE AGENDA ITEMS

- Annual Town Report by Sandra Licks due January 18, 2019
- Filing period for candidacy for elected officials (January)
Three-year terms are up for Annie Beck and Nancy Maher. Annie Beck is not able to fulfill another term and Nancy Mahar will file for candidacy.

NEXT MEETINGS

January 16, 2019 and February 20, 2019 (third Wednesday of the month.)

December 19, 2018 meeting likely will be cancelled unless there is emergent business.

MOTION TO ADJOURN the meeting was made by Frank Anzalone and **SECONDED** by Annie Beck. The meeting adjourned at 6:04pm.

Respectfully submitted,

Jennifer Vitiello
Recording Secretary