

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

Tuesday, November 15, 2016, at 5:00 pm

Present: Mr. John Garvey (2017) Chair
 Mr. Frank Anzalone (2017)
 Mr. Matt Hubbard (2018)
 Mr. Gordon Terwilliger (2018)
 Ms. Wendy Dumais (2018)
 Ms. Nancy Mahar (2019)
 Ms. Sandra Licks
 Ms. Jo-Ann Roy
 Minute-Taker Ms. Laura Halkenhauser
 Call to Order: 5:00

MEETING MINUTES:

- A motion to approve minutes of October 19, 2016, was made, seconded and unanimously approved.

ACCEPTANCE OF CASH DONATIONS:

- A motion to accept \$250 donated in October was made, seconded and unanimously approved.

COMMITTEE MEETINGS & REPORTS

- Library Director's Report NELA conference – Ms. Roy, Ms. Licks, and Ms. Keating attended
 - Ms. Keating report:
 - skills for teens –Attended Yoga for kids – considering how to incorporate a program
 - Ms. Roy – reported on 3 programs she attended:
 - Personal Digital Archiving – The importance of saving the story, not just the stuff.
 - Add information to the images
 - Possibility to offer a program so that patrons can create their own
 - Genre Studies
 - The idea was how to analyze particular genre through different books.
 - A comparative study in style, romance, presentation, etc.
 - Cleaning a Database
 - Discoverability – Keeping records with identifiable – concise keywords; being complete and consistent.

- Ms. Licks report:
 - State of their States - a comparison of state libraries from the northeast
 - Topics were:
 - NH -Interlibrary loan ILS for 2018.
 - A Thousand Books before Kindergarten
 - RI – deep cuts to data bases
 - Looking to partner with MA to save money with interlibrary loans
 - MA - cuts to databases
 - Involved in trying to influence the legislature to keep them apprised of what is going on in libraries
 - Revisiting state standards – not applicable in NH
 - CT – got federal grant to install fiber, overwhelming demand for interlibrary loans
 - ME – budget stable –
 - Librarians who consult on specialized Tax monies that go to libraries
 - Escape Room Program – the concept was how people can work together as a team to solve a mystery regarding a theme –
 - There is a 50-page online manual.
 - A popular activity to bring to the library, Time consuming, but very rewarding – 3 days to close off a room.
 - Appeals to people of all ages focus on team building.
- PBS contacted TML today for the show, “Who do you think you are.”
 - An Educational and genealogical show, interested in filming a segment of their show here. Possibly a local celebrity.
- Last direct Tracy family Descendent, Patty Brewster died at 97
 - She used homebound service and her estate will donate \$12,500 to the library and \$12,500 to the Garden
- Forthcoming donation on behalf of Constance Jones by the estate of Charles Jones –In the form of GE shares.
- Patron complaint about no card, no service.
 - Ms. Licks replied with explanation of policy and regret for inconvenience
 - The continual conversation about this situation.
 - New system may introduce flexibility to have barcode on phone

Facilities Committee

- Foundation Drains – still waiting for pricing – need to do work in the spring due to scheduling constraints
- “Generac” Generator was purchased 4-5 years ago from a company no longer in business.
 - The work that was done on the generator – some could have been handled under warranty, but it wasn’t. Therefore, it was not tracked.

- Generac doesn't know the history and won't extend – a replacement unit discount.
- New Generator – recommended to stay with the same size – all utility costs will stay the same
 - Considering getting quotes on another brand

Personnel & Policy Committee:

- Wage Study -a meeting with the consultant is scheduled for Thurs. Dec. 1 @ 5 pm
- The BOT received the Wage Study and are reviewing it for the upcoming meeting.
 - Need to first establish a compensation philosophy before setting wages for individual employees.
 - Copy of Town's compensation philosophy will be provided.
- Question as to how to share the Wage Study

OLD BUSINESS

- Review recent meetings with Budget Committee & Selectman
- Ms. Licks, Ms. Beck, Mr. Anzalone, Mr. Terwilliger and Ms. Mahar met with Mr. Campbell from the town budget committee and he was given a tour of TML.
 - Mr. Campbell not aware that the library was not included in the town wage study.
- Nov. 7 Ms. Licks and Ms. Dumais presented the budget to the Selectmen
 - The Selectmen questioned different line items:
 - “Custodial Supplies” what was purchased. Ms Licks explained that funds were used for cleaning products
 - Why was “cleaning budget” doubled this year - Ms. Licks answered that the windows are cleaned every three years.
 - Is there a “room fee” charged to use TML rooms, ex. Whipple \$25 which the library does not do. Library policy is to allow use of the meeting room for free for cultural/educational purposes
 - Why the computer budget was up \$3000. Which Ms. Licks explained was because TML is moving to a new integrated system with more features and offsite hosting
 - Why was the “Grounds keeping” budget was under – Ms. Licks explained that we had a mild winter last year.
- Update on foundation drainage project
- Consider purchase of New Generator
- Results of wage Study

NEW BUSINESS

- Staffing Update –
 - Two part-timers are on leave - Staff is juggling schedules to compensate
 - The one on-call person is going to retire at the end of the year.
- What does doing business locally mean to us? A business within the town or region?

- How do we choose who we do business with local businesses?
- Should we change we would need to put out request for proposals
- Support local first when possible.

UPCOMING SPECIAL EVENTS / MEETINGS

- Capital reserve budget presentation to Selectmen, Nov. 21
- Holiday party hosted by Mr. Terwilliger, Nov. 28 at 5:00 pm for Trustees and staff.
To celebrate the holidays and allow the Trustees to get to know the staff
- Wage Study -a meeting with the consultant Thurs. Dec. 1 @ 5 pm
- Ms. Licks on vacation week of Dec. 5
- Operating budget presentation to Budget Committee, Jan. 4
- Capital reserve budget presentation to Budget Committee, Jan. 11
- The filing period for candidacy for elected officials, Jan. 18 – 27, 2017. Two incumbents are eligible to run for second terms - Mr. Anzalone and Mr. Garvey.

OTHER BUSINESS / FUTURE AGENDA ITEMS

- Three-year review of policies, 2nd half: December
- Library records retention (financial, personnel, minutes): 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)

NEXT MEETINGS

- December 1 – special meeting
- Tuesday, December 20 at 5:00 pm
- Tuesday, January 17 at 5:00 pm
- Tuesday, February 21 at 5:00 pm
- Tuesday, March 21 at 5:00 pm

Motion to adjourn. ADJOURN 6:17

Respectfully submitted,

Laura Halkenhauser