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:
  o skills for teens – Attended Yoga for kids – considering how to incorporate a program
• Ms. Roy – reported on 3 programs she attended:
  o 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
  o Genre Studies
    ▪ The idea was how to analyze particular genre through different books.
    ▪ A comparative study in style, romance, presentation, etc.
  o 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