

**TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**Tuesday, 28 November 2017 at 5:00 pm**

**Mr. John Garvey (2020) Chair**  
**Ms. Wendy Dumais (2018)**  
**Mr. Gordon Terwilliger (2018)**  
**Mr. Matt Hubbard (2018)**  
**Ms. Annie Beck (2019)**  
**Ms. Nancy Mahar (2019)**  
**Mr. Frank Anzalone (2020)**  
**Ms. Sandra Licks**  
**Minute-Taker Ms. Laura H. Guion**

**MEETING MINUTES**

- Approve minutes of July 18 & October 17  
Ms. Beck made a motion to approve the minutes of 18 July and 17 October seconded by Ms. Dumais and was unanimously approved.

**ACCEPTANCE OF CASH DONATIONS**

- \$0 in October

**COMMITTEE MEETINGS & REPORTS**

- Library Director's Report: There will be a luncheon for the town employees December 2. Not all staff will attend, those that choose not to will cover the library so we may remain open. A library staff holiday party will be held, after hours, in the upcoming weeks. The part-time staff expressed their thanks to the BOT for closing the library the day after Christmas (in lieu of Veterans Day) and extending it as a paid holiday. Halloween was on a Tuesday this year, and the library hosted a Halloween open house for the kids that was a big success. The Friends sponsored and event "From NH to Broadway" presented by local resident, David Cleveland which was well attended. Overdrive shuts down patron use when the library account expires (every three years for residents). This happened to a customer, causing upset, and Ms. Roy is trying to remedy the situation with an automated email alert to customers in advance of their account expiration. The new Koha system stalled email conveyance which Koha has addressed upgrading the glitch. Ms. Roy is prepared to troubleshoot any confusion of the customers. Two five-year-old computers were upgraded in the AV room that feature Windows 10 software. Ms. Roy is overseeing a smooth transition for a positive customer experience.
- Treasurer's Quarterly Report (and FY 2017 Financial Statement) –  
Mr. Hubbard offered the FY2017 statement and that was a big year for property maintenance. The statement has footnoting that tracks the expenditures as they've happened. This year's budget (FY 2018) was used up early on for maintenance

expenditures. The TML structure is a cherished New London landmark and, as such, it needs to be maintained which is why TML is requesting an increase to the FY2019 budget. This was explained to the Selectman & the Budget Committee at the meetings Nov. 7 and 27. Ms. Licks has been getting estimates on a closed, stand-alone camera system as there has been concern about cost.

Ms. Dumais made a motion that the treasurer's quarterly report, & financial statement for FY2017 be accepted which was seconded by Mr. Anzalone and was unanimously approved.

- Facilities Committee – The AC at the circulation desk had a leak while Ms. Licks was on vacation. Ms. Roy acted prudently and called Mr. Anzalone who suggested that it might be residue clog and to call a plumber, which was the case. As the colder weather has set in, chipmunks and mice found their way into the building and were heard in the ceiling, as well as leaving stains in the ceiling of the children's section. A wildlife expert was called and added one way exits so that the critters could escape but not reenter. A few roofs are flat and are indicating need of repair or replacement. Ms. Licks is reluctant to spend money on this repair at this point. The repair to reseal the roof and bay window area has been estimated at 2k. Replacing the flat roofs is not on the capital reserve list. Mr. Anzalone advised that we are borrowing time with the flat roofs and wants to get an additional quote for the cost of replacement to try to stay a head of the curve.
- Personnel & Policy Committee – Evaluation of Library Director. Last year's evaluation was based on a three-question format with a self-evaluation dimension. In an effort to be diligent, this committee has reviewed how other libraries evaluate their Library Director. After looking at different formats, Mr. Terwilliger recommended that the previous format be combined with a broader focus with possibly the ability to scale different traits. Chair – Mr. Garvey proposed that the committee set a meeting to evaluate and develop a new format.

## **OLD BUSINESS**

- FY 2019 Budget update – Town Administrator, Ms. Halquist reported that the Selectmen had questions about the proposed capital reserve for upcoming fiscal year. In addition, the Selectmen requested salary information. Ms. Licks will provide information which will cover; Wage increase, sick leave, shift differential, extra summer help that is needed to cover busy times of the library, areas that were removed from the budget before. The library is following the town's example to bring employees up to pay level according to the independent consultant's wage study completed nearly two years ago. Ultimately the BOT is responsible for setting Library wages. A selectmen suggested that TML ask Friends to voluntarily cover the cost of repairs to the building. This request is not within the Friends bylaws, to cover, repairs or maintenance. It is the taxpayers' responsibility to maintain the town owned building.

- Hiring of new Youth Services Assistant – The library has hired a fully-qualified, experienced science teacher who has experience volunteering in a library. Ms. Tina Nussbaum-Wagler has been hired for six-hours a week. She has completed an orientation and will shadow Ms. Keating for further training.

### **NEW BUSINESS**

- Aesthetics of concrete wall – There have been many complaints about the exterior concrete wall facing the parking lot. Library volunteer - Ms. Kaplan contacted Mr. Garvey and through their brainstorming came up with an idea to have the unfinished wall decorated by the elementary school children. The idea will be proposed to Ms. Collins the principal of KRES to see if this would be a good new tradition.
- Verbiage for free library cards for business owners – Will be announced on website. One free business library card per business. The owner is responsible for all fees.

### **UPCOMING SPECIAL EVENTS / MEETINGS**

- Library Director on vacation, week of Dec. 4
- Library closed Dec. 26
- Filing period for candidacy for elected officials – Ms. Dumais, Mr. Hubbard and Mr. Terwilliger are eligible for second term.

### **OTHER BUSINESS / FUTURE AGENDA ITEMS**

- Review of Library Director
- Library records retention (financial, personnel, minutes)

**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, Tuesdays at 5:00 pm**

- December 19 – pending – will know by 12<sup>th</sup>
- January 16
- February 19,20,21???

Ms. Dumais made a motion to accept to adjourn, Mr. Terwilliger seconded the motion, and was unanimously approved.

### **ADJOURNMENT 6:15**

**Respectfully submitted,  
Laura Halkenhauser Guion**