

**TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**Tuesday, 19 December 2017 at 5:00 pm**

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

**MEETING MINUTES**

- Approve minutes of November 28.  
Mr. Anzalone made a motion to approve the minutes of November 28, seconded by Ms. Dumais and was unanimously approved.

**ACCEPTANCE OF CASH DONATIONS**

- Ms. Beck made a motion to accept \$200 in November, seconded by Ms. Mahar and was unanimously approved.

**COMMITTEE MEETINGS & REPORTS**

- Library Director's Report: In response to the business owner who had been denied a library card, a letter was sent to that person with the announcement of the new policy entitling one free business library card to local business owners located in New London whether the business owns or rents space. Non-profit organizations are included too. The Children's Department activities are going strong; Story Time with Ms. Kristine on Tuesdays and Wednesdays, the Lego Club on Wednesday afternoons and the After School Student Café that recently featured the movie "Elf". Santa made an appearance at the Holiday Stories Party Tues. Dec. 19<sup>th</sup> at 6:30 pm. Our Student Page, Jackson Bemis, is no longer able to continue in this role due to schedule conflict with school related activities. Ms. Licks is reevaluating how students can be incorporated into a role with the library as this is a common situation. The Friends are losing two Board members, Connie Appel and Celeste Cook, and will be looking to fill those positions. The Library Staff received \$50 Local Loot gift certificates that were funded by Friends, for the holidays.
- Facilities Committee: There have been minor repairs, but nothing significant to report.
- Personnel & Policy Committee: Mr. Garvey, Mr. Anzalone and Mr. Terwilliger met to create a more user-friendly Library Director review process. The review is styled as more of a prompt than the previously suggested scale approach. More areas for comments have been added. Each of the BOT will process a review of the Library Director. The procedures area of the policy indicates that the review will be annual.

The standardized procedure includes the Library Director to complete a self-evaluation. The committee will meet with the Library Director for review after all evaluations are completed.

### **OLD BUSINESS**

- FY 2019 Budget update – TML's budget request has been up for scrutiny by two Selectmen due to the 8% increase . As has been stated, the library has used the same professional service that the town contracted to perform their wage study. The study revealed that the staff was being underpaid. With this information, the BOT has had to consider the morale and maintenance of the quality of present staff and into the future. The BOT has been tasked with maintaining the physical library, keeping in mind its historical and purposeful value to the town, as well as the business of the running the library. The BOT has thoughtfully taken into consideration the weight of their decisions hoping to preserve this all-important town asset. Tracy Memorial Library is landmark building that has suffered from weather related damage. The issues have been addressed and repaired and preventative measures are in place. Due to the severity and expense of repairs over the last years, the BOT sees the need for sufficient maintenance line items and capital reserve fund, this on top of bringing the wages inline with the town and comparable libraries. The BOT will draft a memo for public release detailing the rationale for the FY 2019 budget request, specifically wages, maintenance and the capital reserve fund.

### **NEW BUSINESS**

- Review of the Library Director – Covered under Personnel & Policy

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

- Library closed Dec. 26
- Review of TML budget by the Budget Committee, Wed., Jan 3 at 6:30 pm: Mr. Anzalone, Ms. Dumais, Mr. Garvey and Ms. Mahar have indicated they plan to attend, along with Ms. Licks.
- Budget Committee & Selectmen reconciliation meeting, Jan. 22, if necessary
- Filing period for candidacy for elected officials, Jan. 24 -Feb. 2 – one seat open on BOT.
- Public Hearing on budget, Feb. 7
- Town elections, Mar. 13
- Town meeting, Mar 14

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

- 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**

- January 16
- February 21 – in the meeting room due to Wednesday night time

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

**ADJOURNMENT 5:51**

**Respectfully submitted,  
Laura Halkenhauser Guion**