TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING AGENDA
Monday, 15 February, 2016 at 4PM

Present:  Ms. Fiona Mills (2016)
Ms. Kristina Regan (2016)
Mr. Frank Anzalone (2017)
Mr. John Garvey (2017)
Ms. Wendy Dumais (2018)
Mr. Gordon Terwilliger (2018)
Ms. Sandra Licks
Minute-Taker Ms. Laura Halkenhauser

Call to Order: 4:03

MEETING MINUTES:
A motion to approve minutes of January 18, 2016 was made, seconded and unanimously approved.

ACCEPTANCE OF CASH DONATIONS:
A motion to accept $50.00 that was donated in January was made, seconded and unanimously approved.

COMMITTEE MEETINGS AND REPORTS
Librarians Report
• Youth Department:
  o A Mail Chimp account has been instituted to relay activities, programs and news to a growing database.
  o Lego and Builders club continues with an average of 8-15 kids in attendance.
  o Evening programs are being planned for the summer to increase the attendance of families.
  o The Magic show, held during the New London Recreation’s Winter Carnival, was a big success.

• New Displays implemented by the Staff.
  o Innovative book sculptures, pertaining to the season, have been created to add charm to the library.
  o A Valentine’s promo engaged readers to explore new titles.

• Staff evaluations will commence by April. Ms. Licks will meet with all staff to talk about performance and will make recommendations for part-time wage increases effective July 1.

• NH State Library’s annual report is due in a month, to be completed by Ms. Licks. Lots of statistics are included and it’s a great tool for comparing us to other libraries.

Facilities Committee:
• The generator has been monitored weekly and is running well.
• A minor leak in furnace room has been addressed and remedied.
• The attic insulation has been scheduled to be installed starting Monday, February 22 and continued on subsequent Mondays so that patrons are not disturbed. The installers will include a fire retardant coating to meet fire codes.

• Children’s Department floor. The insurance adjuster used a moisture meter that determined that there was moisture related to the floor buckling. Mr. Anzalone is pursuing possible causes.

OLD BUSINESS
• The FY 2017 Budget was finalized on January 20 and no cuts were made. The public hearing on February 3 was uneventful.

• Board of Trustees - Open Seats: There are 4 people who are in the running for the two open seats.

NEW BUSINESS
• The Library is not a part of the wage and classification study commissioned by the Towne’s Board of Selectmen. The Library Board of Trustees may consider commissioning a similar study to analyze the range of salaries in similar libraries across the state.

• The Community Garden has asked for a special exception to use the meeting room for its volunteers: April 18, June 19 and September 26. A motion was made, seconded and approved to allow the Community Garden to use the meeting room.

• The first week of April, Ms. Licks will be away for vacation. Mr. Anzalone asked to obtain a key so that he can keep tabs on the generator and children’s department floor.

• Review investment policy- Ms Regan did a review of the TML’s investment policy. She made sure that it was adequately safe guarded and was mindful of using multiple local banks for diversification. A motion was made to accept the investment policy in its present form, seconded and unanimously approved.

PERSONNEL & POLICY
• Ms. Licks Annual Review: This year Ms. Licks will be performing a self-evaluation in addition to the review that will be made by Mr. Terwilliger and Ms. Mills. The Board has been asked to submit their appraisals within 2 weeks of this meeting.

UPCOMING SPECIAL EVENTS/MEETINGS
• The Friends of Tracy Memorial Library:
  o 7PM tomorrow night on the topic of NH women farmers.

OTHER BUSINESS/FUTURE AGENDA ITEMS
• Elevator speech – Mr. Terwilliger has written talking points that the Board will review at the next meeting.

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
Tuesday (note this is a different day!), March 29 at 4:00 PM

ADJOURN: 5:02

Minutes respectfully submitted,
Laura M. Halkenhauser