

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:**
 - A Mail Chimp account has been instituted to relay activities, programs and news to a growing data base.
 - Lego and Builders club continues with an average of 8-15 kids in attendance.
 - Evening programs are being planned for the summer to increase the attendance of families.
 - The Magic show, held during the New London Recreation's Winter Carnival, was a big success.
- **New Displays implemented by the Staff.**
 - Innovative book sculptures, pertaining to the season, have been created to add charm to the library.
 - 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:**
 - 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. Halckenhauer