

## **TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES**

### **MEETING MINUTES**

**Wednesday, 20 February 2019 at 5:00 pm**

The meeting was called to order at 5:00pm.

Present: John Garvey (2020 Chair), Gordon Terwilliger (2021), Wendy Dumais (2021), Eula Kozma (2021), Nancy Mahar (2019), Frank Anzalone (2020), Annie Beck (2019), Sandra Licks (Library Director) and Jennifer Vitiello (Recording Secretary)

### **MEETING MINUTES**

The minutes of January 16, 2019 for Tracy Memorial Library Board of Trustees Meeting were noted and accepted by Chair Garvey.

### **ACCEPTANCE OF CASH DONATIONS**

Cash donations for the month of January 2019 were \$400.

**MOTION TO ACCEPT** cash donations of \$400 for month of January was made by Wendy Dumais and **SECONDED** by Nancy Mahar. **THE MOTION WAS APPROVED UNANIMOUSLY.**

### **COMMITTEE MEETINGS & REPORTS**

#### **Library Director's Report**

- Winter Carnival: two events. Sandra reported that 104 people came out to see juggler Bryson Lang, thanks to the New London Police Benevolent Association and the Friends of Tracy Memorial Library for sponsoring this fun event. Second event: Challenge the Librarians Trivia – we were challenged by four teams and emerged victorious!
- The meeting room's audio-visual upgrade is complete and can now accommodate an HDMI connection, which is the most common connection for newer devices. Also fixed were the speakers.
- The carpet in the meeting room is to be replaced starting this Saturday, February 23, 2019
- There is a special table set up in the youth department for the creation of Valentine Cards since February is designated "Love Your Library Month." Many have been posted on the bulletin board in the youth department.
- The main floor corner display is filled with books having red covers for Valentine's Day as well as many playful valentine messages.
- The locked display case features work by local artist David Tibbetts. Many patrons commented on his work in water color and expressed positive feedback.
- Sandra passed out an informational sheet on "ditching" the Dewey Decimal System. This system originated in 1876 and some negatives include:
  1. Patrons don't understand it, it is old and not intuitive
  2. Dewey does not pull together similar categories
  3. Patrons cannot go straight to the shelf
  4. It is not welcoming
  5. There is no room for growth in emerging areas

In order to increase circulation, make shelving easier and empower patrons, it was suggested books should be arranged more like a bookstore where customers browse areas of similar interest of non-fiction. For instance the library currently combines all books pertaining to "Parenting and Family" in a separate section and patrons have expressed their approval. The "Travel" and "Biography" sections are also separate. An online catalog of all books will still be available.

Sandra then put forth some impediments to implementing a new system:

1. Significant cost of new labels
2. Lots of time and labor
3. Opposition to change from patrons and staff
4. During the changeover period (2 years?) two systems would be in play at one time

Chair Garvey stated he liked Dewey and it allowed him to find the material he needed. Sandra has not had comment from staff yet and plans to present this idea at the next staff meeting.

### **Facilities Committee**

Sandra reported to Frank Anzalone that the radiators downstairs on the curved wall are not working so the HVAC company is coming soon. She also stated that the hot water heater is causing issues. It is 5 to 6 years old and spews water with gray particles at times. This will be replaced. We are getting good service from our HVAC company (Air Design) addressing our needs. The electric lanterns outside have a short and the electrician cannot fix until the spring due to the snow build up at the base. This week a roof professional is coming to discuss the pitching of the roof in the stack room. Also expect him to do a review of the current slate roof in the spring for any problems.

### **Personnel & Policy Committee**

To be covered under "Old Business" by Gordon Terwilliger.

## **OLD BUSINESS**

### **Letter to General Contractor**

Sandra stated a deadline had been established to encourage the general contractor to finish four items. The letter states that if items are not finished, the library will hire someone else and expect to be reimbursed. A letter was drafted and signed by Sandra and also signed by Chair Garvey.

### **Sprinkler System**

Frank Anzalone scheduled a walk through with Sandra, Annie and a possible installer. The original part of the building is going to be difficult. The exposed pipes will be an eyesore. Other parts of the building have higher ceilings so sprinkler pipes will not be as intrusive. At this point it is not known if the cost will be \$80,000 or \$380,000. It is three times the size of the Academy Building, which was just installed with sprinkler system. There was

discussion of dry systems and wet systems but determined more information is needed, and the Facilities Committee will work on this.

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### **Review of Library Director**

Gordon stated all evaluations are in but one. Gordon will turn over to Eula and John in sealed envelope over the next couple of days. John, Gordon and Eula will meet in early March to put together highlights, and then meet with Sandra in March. Sandra stated she submitted her self-evaluation to Gordon today.

Sandra stated she will start the reviews for staff with their initial self-evaluation followed by her written feedback.

### **NEW BUSINESS**

#### **Set fees for FY 2020 (copier/printer, fines, nonresident)**

All board members received a list of fines that are charged including \$5 for a lost card, lost book charge plus \$5, reinstatement fees, non-resident fee of \$65. If a patron accrues a fine over \$10, their borrowing privileges are suspended until fine can be brought to \$10. Fines are only charged for days the library is open. These overdue fines are a source of revenue for the library; the current year produced \$6000. Patrons have option of receiving email reminders of materials that are due. Currently 125 non-resident households pay for a library card while students in the Kearsarge district get a library card at no charge. We have a reciprocal agreement with Colby-Sawyer College employees.

**MOTION TO APPROVE** the existing fees charged at Tracy Library was made by Gordon Terwilliger and **SECONDED** by Annie Beck. **THE MOTION WAS APPROVED UNANIMOUSLY.**

#### **Consider a policy for art exhibits**

Sandra would like a contract when local artists display their work in the library. Sandra proposed a contract that would shield the library from liability in case of loss or damage to the art. She distributed a copy of a contract from Howe Library and suggested this as a partial example of what we could do. Currently a price tag is not allowed and the opinion of the board is needed. It was agreed a name and contact information should be sufficient. There was a discussion about possible patron concerns with what some might perceive as inappropriate subject matter and whether or not that should be a factor in approving exhibits. The Center for the Arts has asked Tracy Library to be part of its rotating gallery space. Use of the meeting room (with special exception to charge fees) is already permitted for Center for the Art classes. It was agreed Sandra would make final decisions in these matters.

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

- Director on vacation, week of March 4, 2019
- Candidates Forum, March 7, at 7:00 pm, Whipple Hall: per the League of Women Voters, the library trustee candidates will be limited to opening statements only.
- Town Elections, March 12, 7:00 am – 7:00 pm, Whipple Hall

- Town Meeting, March 13, 7:00 pm, Outing Club Gymnasium
- Thursday's Child at New London Inn to benefit Friends & Garden on March 21, 2019  
Please make reservations and tell your friends. Turn out last year was below normal.

**NEXT MEETINGS**

- Third Wednesday at 5:00 pm: skip March (Town Meeting), April 17, May 15, June 19, July 17, August 21, September 18, October 16, November 20 and December 18 for 2019.

**MOTION TO ADJOURN** the meeting was made by Nancy Maher and **SECONDED** by Gordon Terwilliger. The meeting adjourned at 5:57pm.

Respectfully submitted,

Jennifer Vitiello, Recording Secretary