

**TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
WEDNESDAY 21 February 2018 at 5:00 pm**

**Mr. John Garvey (2020) Chair
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**

Absent: Ms. Wendy Dumais (2018)

MEETING MINUTES

- The minutes of January 16 were approved.

ACCEPTANCE OF CASH DONATIONS

- Mr. Anzalone made a motion to accept \$300.00 in January, seconded by Mr. Terwilliger and was unanimously approved.

COMMITTEE MEETINGS & REPORTS

- Library Director's Report: Ms. Poh agreed to assume the role of storyteller for the 4-5 year-old Windy Hill Pre-K group on Thursdays. The Winter Carnival Magic Show had standing room only attendance and was a big success. Since December, The State Library has had to find an interim solution for the failure of the inter-library loan software. Funds have been appropriated for the next fiscal year, until then the ordering and processing is still being done manually. President Trump's proposed Federal budget cut of the National Endowment of the Arts, The National Endowment for the Humanities, the Institute of Museum and Library Services, and the Corporation for Public Broadcasting is a major threat to the support of the NH library system. The NH State Library has contacted a congressional delegation to support library funding.
- Facilities Committee: Mr. Anzalone reported that the generator is working fine and if need be, engine parts can be replaced. This expense would fall under maintenance. A corner in the Tomie Room needs a dry wall patch which will be dealt with in the spring. Ms. Licks will be getting pricing from two contractors for the roofs and outside the turret for painting. Mr. Lee had the town's handyperson come and assist with changing stack lights and help with minor jobs around the library which was much appreciated. The Board of Trustees is issuing a "Thank you" for the spirit of cooperation. Ms. Beck got approval from the principal of KRES to have students

paint the new parking lot wall. The contractor will be contacted about cracks in the wall.

- Personnel & Policy Committee: Mr. Terwilliger, and fellow BOT members used the new form for Ms. Licks's annual review. The new form allowed for more comments and the overall feedback, of Ms. Licks performance, was very positive reinforcing an overall approval of how deeply she cares and her tremendous knowledge of how to manage Tracy Memorial Library. The BOT wants to continue to promote the library's value to the community touting all the different things the library offers.

OLD BUSINESS: - See Personnel and Policy

NEW BUSINESS:

- Written Feedback from the auditors focused on the timeliness of deposits. The auditors would rather they be done weekly rather than monthly. Ms. Mahar offered to be the second signature on the account and to try to take care of the deposit weekly. The Auditors also made mention that gifts given to staff need to have the taxes deducted from the value of the gift. It was decided that any future gifts go through the Friends.
- Consider Scenario of interim Head of Youth Services: discussion ensued about the hardship of being without this full-time position, but there was not enough information at this time to make a decision.
- Constance Jones charitable remainder trust: this anticipated gift would be an interest-only endowment. Permission was granted to Ms. Licks to sign the release, refund & indemnification agreement. Mr. Garvey offered to follow up with the AG's office regarding the hearing impairment restriction.

UPCOMING SPECIAL EVENTS / MEETINGS:

- Library Director on vacation, week of Feb 26
- Candidates forum (contested Budget Comm & Town Clerk), Mar. 8 at 7:00pm, TML
- Town elections, Mar 13, 7:00 am – 7:00 pm, Whipple Hall
- Town meeting, Mar. 14 at 7:00, Outing Club Gymnasium
- Library Director on vacation, week of Apr. 2
- Thursday's Child at NL Inn to benefit Friends & Garden, Apr. 12

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)

5:52 pm - Mr. Anzalone made a motion to go into NON-PUBLIC RSA 91-A:3, II (a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee*, and Mr. Terwilliger seconded, and it was unanimously accepted.

6:13pm – Ms. Beck made a motion to go out of Non-Public session and Mr. Anzalone seconded the motion and was unanimously accepted.

It was moved (Ms. Beck) and seconded (Mr. Anzalone) to seal the nonpublic session meeting minutes because the divulgence of the information likely would affect adversely the reputation of a person other than a member of the public body itself, or render the proposed action ineffective. The motion was approved unanimously.

NEXT MEETINGS, third Wednesdays at 5:00 pm, starting April 18

Ms. Beck made a motion to adjourn, Mr. Anzalone seconded the motion, and was unanimously approved.

ADJOURNMENT 6:14
Respectfully submitted,
Laura Halkenhauser Guion