

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Tuesday, 29 March, 2016 at 4PM

Present: Ms. Fiona Mills (2016) outgoing
Ms. Kristina Regan (2016) outgoing
Mr. Frank Anzalone (2017)
Mr. John Garvey (2017)
Ms. Wendy Dumais (2018)
Mr. Matt Hubbard (2018)
Ms. Annie Beck (2018) incoming
Ms. Nancy Mahar (2018) incoming
Ms. Sandra Licks
Minute-Taker Ms. Laura Halkenhauser

Call to Order: 4:25

THANK YOU: Ms. Mills and Ms. Regan

WELCOME: Ms. Beck and Ms. Mahar

ELECTION OF OFFICERS, COMMITTEE ASSIGNMENTS & LIAISONS

Each of the BOT members was nominated, seconded, unanimously approved and accepted for the designated office

- Mr. Garvey, Chairman
- Mr. Hubbard, Treasurer
- Ms. Dumais, Secretary & Compliance

The following committee assignments were nominated, seconded and unanimously approved:

- Budget Committee: Mr. Hubbard, Ms. Dumais, Ms. Mahar (back up)
- Facilities Committee: Mr. Anzalone, Ms. Beck, Mr. Hubbard (back up)
- Personnel & Policy Committee: Mr. Terwilliger, Mr. Anzalone

The following liaison assignments were nominated, seconded and unanimously approved:

- Community Garden: Ms. Mahar
- Friends: Ms. Beck

MEETING MINUTES:

A motion to approve minutes of February 15, 2016 was made, seconded and unanimously approved.

ACCEPTANCE OF CASH DONATIONS:

A motion to accept \$535.00 that was donated in February was made, seconded and unanimously approved.

COMMITTEE MEETINGS AND REPORTS

Librarians Report

- **New Reading Therapy Dog:**
 - “Flip” will begin offering 15 minute reading sessions with children
- **Youth Department:**
 - At the request of a 5th grade boy, a new “Make A Difference” Club has been established
 - The first project is the making of cards for the residents of the Manchester VA.
 - Special programs are being planned for Spring vacation week.
 - New functional and comfortable furnishings have been added to the Teen/Tween Room
- **Book Menders:**
 - A new group of book menders is being cultivated. One staff member and one volunteer will be attending a mending workshop to learn the proper procedure. In turn, they will mentor other volunteers.
- **Friends of Tracy Library:**
 - Friends are currently accepting submissions from authors & illustrators of children’s and young adult books to participate in the upcoming spring program.
- **Downloadable Books:**
 - 2500 daily check outs have been reported through the statewide library consortium.
- **Technical Support:**
 - The library moved its back-up service to Denis Ferland

Facilities Committee & Old Business:

- **Hallway Attic Space:**
 - This remedy is now complete.
- **Flooring in the Tomie DePaola room:**
 - The buckling floor is still being monitored. The cause may be the glue used for the new carpeting.
- **Ventilation Pipes:**
 - Pipes for the HVAC capital reserve project will run from the attic outside the library down to the ground

NEW BUSINESS

- **Death of Jared James Tracy III** – Grandson of Jane Tracy passed away and memorial donations totaling \$1,000 have been given to the library.
- **Town meeting update** – There was a general recap, of note: no questions addressed to the library were made at Town Meeting .
- **Garden name:**
 - Due to the present day meaning of “Community Garden” referring to a shared vegetable garden, the Garden’s Board requested to rename the garden – “The Garden at Tracy Library.” A motion was made and carried for Mr. Garvey to sign off on the new name
- **Garden Manners:**
 - The garden has become a play area in the afternoon. Some concerns have arisen regarding children walking on the stone walls, running through the plantings and fountain. Parameters of appropriate areas to play will be reviewed to establish appropriate boundaries to protect the garden.
- **Trustee Bios** – The Chair asked trustees to consider submitting biographical information to be included on the website.

UPCOMING SPECIAL EVENTS/MEETINGS

- Library will be on vacation next week – In her absence, Ms. Roy will be acting in her place. Mr. Anzalone has agreed to be available should there be a need.
- Thursday, April 28th – Thursday’s Child fundraiser proceeds to benefit the Library
- May 23 – NHLTA Conference

OTHER BUSINESS/FUTURE AGENDA ITEMS

- Elevator speech – Mr. Terwilliger has submitted a first draft. Board members will review and make their suggestions to be discussed at a later date.

NON-PUBLIC: The Board of Trustees may enter into non-public session, if so voted, to discuss items listed under 91-A:3 II (a-h)

Non-Public Session – called to order: 4:47

Return to Public Session: 5:06

NEXT MEETINGS

Tuesday, April 19 at 5:00 PM

Summer Schedule will be flexible due to the time of year.

ADJOURN: 5:50

Minutes respectfully submitted,

Laura M. Halkenhauser