

**Tracy Memorial Library  
Board of Trustees Meeting Minutes  
April 18, 2018**

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

**Absent:** Frank Anzalone (2020)

**Goodbye and Welcome Reception:** The Board thanked Matt Hubbard for his service to the Board of Trustees and the library for the last three years. The board welcomed newly elected member, Eula Kozma and new recording secretary, Jennifer Vitiello.

The meeting was called to order at 5:04 pm.

**Election of officers:**

John Garvey was nominated as Chair.

Nancy Mahar was nominated as Treasurer.

Wendy Dumais was nominated as Secretary/Vice Chair.

MOTION TO ACCEPT the slate of officers was made by Gordon Terwilliger and SECONDED by Wendy Dumais. THE MOTION WAS APPROVED UNANIMOUSLY.

**Committee appointments:**

Wendy Dumais and Nancy Mahar were nominated for the Budget Committee; Ms. Dumais is already a signatory on the bank accounts, along with Ms. Licks, and Ms. Mahar will be added, replacing former Treasurer Mr. Hubbard.

Annie Beck and Frank Anzalone were nominated for the Facilities Committee.

Gordon Terwilliger and Eula Kozma were nominated for the Personnel & Policy Committee.

MOTION TO APPROVE the slate for new committee members was made by Annie Beck and SECONDED by Wendy Dumais. THE MOTION WAS APPROVED UNANIMOUSLY.

**Liaison appointments:**

Nancy Mahar has agreed to stay on as liaison to the Garden at Tracy Library.

Eula Kozma agreed to be liaison to the Friends of Tracy Library.

MOTION TO APPROVE the slate for new liaison appointments was made by Gordon Terwilliger and SECONDED by Wendy Dumais. THE MOTION WAS APPROVED UNANIMOUSLY.

**Meeting minutes:** The minutes of February 21, 2018 and March 19, 2018 (with corrections) were approved as distributed.

**Acceptance of Cash Donations:**

MOTION to accept cash donations of \$425 in February and \$370 in March was made by John Garvey. Gordon Terwilliger SECONDED the motion. THE MOTION WAS APPROVED UNANIMOUSLY.

### **Committee Meetings & Reports**

**Library director's report:** Since the board's last meeting, Sandra Licks reported she had taken vacation. She expressed gratitude to Jo-Ann Roy who had assumed her duties efficiently including building sweeps, staff monitoring, lunchtime coordination and an issue with the cleaning contractor.

Sandra reported she submitted the annual public library survey with the state, which eventually goes to the federal government.

New London Hospital would like the library to participate in the Hospital Days Parade on Saturday, August 4<sup>th</sup>, 2018. Sandra will ask the Friends of Tracy Library to participate but she hopes to keep it simple. This is in addition to a library event being held in the meeting room for families and children and it is associated with Hospital Days.

Sandra reported there are some scheduling issues at the front desk, mostly on late evenings and Saturday. Ideally there should be 3 people in the building as there are three floors that need to be monitored.

Thursday's Child at the Coach Restaurant in the New London Inn had a nice turnout.

Have you noticed the creativity around the library done by the staff? The focus this month has been on poetry and there is ambulance memorabilia from the New London Hospital in the display case. There is a small display honoring Anita Shreve who recently passed. There is also a display of books on happiness, which are intended to be upbeat with lots of color on the covers in hopes of brightening these gray days. Sandra stated her appreciation to staff for their efforts.

Sandra has met with head of the library at Colby Sawyer College who informed their library will only open on Mondays during the summer. Come September Sandra would like to promote the existing reciprocal agreement with the library, which allows all residents to apply for a library card at the college.

Inter-library loans have been difficult because of a software crisis and the company is not providing software fixes. This is affecting libraries all over the state and although there is money secured for a fix this will take time to initiate via an RFP process with multiple state stakeholders.

### **Treasurer's report (March)**

Sandra asked the board members to look at the March Profit & Loss statement and noted the reduction in red area of \$4000. This is due to a tightening up in repair allowances and savings resulting from a temporary decrease in staffing. In addition, there is money (interest income) expected from the Certificates of Deposit so all together this number should get better.

Gordon Terwilliger noted the electricity bill was up and Sandra explained the first part of the year the library is part of town-wide contract, the second contract is higher but then the library gets a rebate. This will be reflected on another statement.

The grounds-maintenance line is higher because the bill for repair to the sprinkler system came in at \$2000. This was not anticipated. This was a result of the extra excavation required to complete the foundation drainage project.

The cleaning-maintenance is paid by a town wide contract for daily cleaning of bathrooms and floors and is not reflected in this line. What is shown is a supplemental cleaning line where the carpets are cleaned or the windows washed and independent contractors perform this.

**Facilities Committee:**

Sandra informed the Board she had spoken with general contractor Peter Swislosky of Granite Roots Construction and he agreed to finish a number of things this spring including the wall that is cracking, an area of dry wall in the Tomie dePaola room and the threshold into Tomie dePaola room is starting to buckle. He will provide a price to pitch the flat roof in the stack room.

**Personnel & policy committee:**

Gordon Terwilliger is looking for new ways to acknowledge the staff. He noted that companies that are successful have on-going recognition. Hopes to come up with several suggestions.

A search for a candidate for Head of Youth Services has brought 28 applications so far. There are many qualified applicants and the interviewing process will start immediately.

**Garden at Tracy Library:**

Expects to be up and running next Monday, April 23. It is the first meeting of the season and the group will start the clean up process. Sandra will talk to the new head gardener Sally Dean with the hope of maintaining the front and side gardens in a manner that's more in keeping with the rest of the property. There is a need to monitor the children's behavior in the garden but given the current staffing issues, this will be challenging. Annie Beck wondered if it was feasible to bring in high school students to volunteer. There will be one more after-school café in May. Will think about talking to these children to request solutions for the garden behavior.

Annie also reported that Kearsarge magazine has erroneously stated the Garden hours as daily from 10am. to 3pm.

**OLD BUSINESS:**

**Update on timing of deposits:** Nancy Maher tested every Thursday to make a deposit but it seems too frequent given the revenues. It was agreed that every other week would be sufficient and satisfy the auditors that it is being done on a regular basis.

**NEW BUSINESS:**

The municipal lot at the corner of Main Street and Pleasant Street will be closed on Saturday, May 12<sup>th</sup>, 2018 to accommodate the town-wide clean up day and this lot will be used as a staging area and receive all trash from other streets. Sandra will notify library patrons and staff.

**Upcoming Special Events / Meetings:**

NHLTA Trustee Orientation Workshop is on April 28<sup>th</sup>, 2018 from 10am-2pm in Hooksett. If you would like to attend, see Sandra for registration and facilitation of payment.

NHLTA Spring Conference is on May 14<sup>th</sup>, 2018 and it is all day in Manchester, NH.

**Future meetings:**

Third Wednesdays at 5:00 pm: May 16th, June 20th, July 18th, and August 15th, 2018

**Executive Session.** IT WAS MOVED (Ms. Dumais) AND SECONDED (Mr. Terwilliger) to enter into a nonpublic session pursuant to RSA 91-A:3 II (l) *Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.*

Roll call vote: Mr. Garvey (Y), Ms. Dumais (Y), Mr. Terwilliger (Y), Ms. Beck (Y), Ms. Mahar (Y), Ms. Kozma (Y)

The Board entered nonpublic session at 5:40 PM.

The Board reentered the public session at 6:05 PM.

IT WAS MOVED (Ms. Mahar) AND SECONDED (Ms. Beck) 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.

Roll call vote: Mr. Garvey (Y), Ms. Dumais (Y), Mr. Terwilliger (Y), Ms. Beck (Y), Ms. Mahar (Y), Ms. Kozma (Y)

Meeting adjourned at 6:05 PM.

Respectfully submitted,

Jennifer Vitiello  
Recording Secretary