

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES  
MEETING MINUTES  
Tuesday, April 19, 2016 at 5PM

Present: Mr. John Garvey (2017)  
Mr. Frank Anzalone (2017)  
Ms. Wendy Dumais (2018)  
Mr. Matt Hubbard (2018)  
Mr. Gordon Terwilliger (2018)  
Ms. Annie Beck (2019)  
Ms. Nancy Mahar (2019)  
Ms. Sandra Licks  
Minute-Taker Ms. Laura Halkenhauser

Call to Order: 5:00

**MEETING MINUTES:**

A motion to approve minutes of March 29, 2016 was made, seconded and unanimously approved.

**ACCEPTANCE OF CASH DONATIONS:**

A motion to accept \$650.00 that was donated in March was made, seconded and unanimously approved.

**COMMITTEE MEETINGS AND REPORTS**

**Librarians Report**

- **Ms. Jo-Ann Roy**, Assistant Director, managed the library while Ms. Licks was on a week's vacation. Ms. Roy did a daily building "sweep" checking all areas of the library. During the week, Ms. Roy handled a staffing issue and needed to cover the front desk, and trouble shot a problem with the alarm system.
- **Children's Dept (Ms. Lorreen Keating):**
  - **Story-time** 17 kids and 10 adults attended for ages 2 and up.
  - **Spring vacation week.** Special programs are being planned.
  - **The summer reading program** planning is in the works with Ms. Lisa dawn Glidewell
  - **Library Tours** 4 Kindergarten classes are visiting.
  - **Teen/Tween Room** - New functional and comfortable furnishings and a technology charging station have been added to this area.
- **Cyber Safety Program** April 23 at 10 am. Organized by Ms. Roy, Scott Valcourt will guide a discussion about phishing and what people should or should not reveal online.
- **Report on Leadership conference May 23:** Ms. Licks said the conference was terrific and there was so much information that she will share her experience a little bit at each BoT meeting.  
~1st session – Ms. Licks gave an outline to the BoT with her notes. Her findings revealed that a High IQ doesn't necessarily translate into success. The EQ, or Emotional Intelligence qualities - understanding of oneself and of others leads to a more effective management style.
  - Ms. Licks is trying to apply what she learned to her management of the

Library.

- Keying into others emotional needs - sometimes hard to read
- Self-regulation – affects how you deal with negative situations. The necessity of sleep to keep an optimistic perspective. Letting go of the need for having an ideal balance of work and personal life.
- Try to be open, be in the moment, and engage with those around you.
- **Friends of Tracy Library:**
  - Canceled Event – Friends of TML has canceled the event featuring authors & illustrators of children's and young adult books as there was a low amount of Author/Illustrator submissions.
- **Annual Reviews - can apply skills learned in leadership conference (above)**
  - Ms. Licks is in the process of conducting Staff annual reviews

#### **Treasurer's Report:**

- Mr. Hubbard and Ms. Dumais took over the reins from Ms. Regan and started with a tour of the library to review processes. They are coordinating to get the signature cards.
- Balance sheet – as of Mar. 31, 2016. Ms. Licks is underspent this year-to-date in the area of computer maintenance and is looking to upgrade the outdated library system. Ms. Roy is awaiting pricing from vendors of automated library systems.
- The phone system is antiquated and also needs to be updated.
- A motion to approve the treasurer's report was seconded and passed.

#### **Facilities Committee**

- **Heating, Ventilating and Cooling system** - capital reserve is going to be spent on system updates.
- **Generator not working**- won't manually crank. Ms. Licks will call for service.
- **Flooring in the Tomie dePaola room:**
  - One area repaired, and has buckled again, the glue was used the same way as the first time. The contractor is waiting to hear from subcontractor. Heat and steam is creating this. A couple of areas need to be redone.

#### **Personnel & Policy committee:**

- ✧ Mr. Anzalone, Mr. Terwilliger and Mr. Garvey will meet with Ms. Licks in a series of meetings to review entire policy manual. The report will come back to the BoT as this committee makes progress
- ✧ **Staff member on medical leave** – Staff is covering for staff member whose family member is ill.

#### **OLD BUSINESS:**

- ✧ **Elevator speech** – The BoT is making recommendations to the proposed document that will standardize the conveyance of the mission of the library.
- ✧ **Website:** Ms. Licks has asked that any suggestions regarding the website be submitted to her.

#### **NEW BUSINESS**

- **Trustee bios on website** - A request was made for a brief biography of each of

the Trustees. Criteria are being established to standardize the information; biographical questions and the use of a photo.

- **Center for the Arts – The CfA** requested a special exception to use the meeting room for some of their classes and charge fees. Consideration was given to how to extend this use and what the criteria will be.
  - The BoT agreed to give them a trial but they must adhere to certain requirements.
    - That room may be used if it doesn't interfere with Library and/or Children's department activity.
    - Children may not be unattended.
    - CfA must provide proof of their non-profit status and liability.

A motion was made, seconded and approved to give Ms. Licks the authority to allow the CFA a trial run, not to exceed the summer, and to terminate the agreement, sooner than that, if she determines that the terms are not being met.

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

- April 28<sup>th</sup> – Thursday's Child fundraiser proceeds to benefit the garden and the Friends of TML.
- June 18 - NHLTA conference in Hooksett. Ms. Beck and Ms. Mahar will be attending.

#### **OTHER BUSINESS/FUTURE AGENDA ITEMS**

- Three-year review of policies will be due December, including computer/Internet, compliance

**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)**

#### **NEXT MEETINGS**

Monday, May 16th 5:00 PM

Wednesday, June 29th 5:00 pm

July: No Meeting

Monday, August 22nd 5:00 pm

Sept 20th 5:00 pm – will be the establishment of 3<sup>rd</sup> Tuesday BOT meetings.

#### **ADJOURN: 6:10 pm**

Minutes respectfully submitted,  
Laura M. Halkenhauser