

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

Monday, 16 May 2016 at 5:00 pm

Present: Mr. Frank Anzalone (2017)
Mr. John Garvey (2017) Chair
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: 5:03

MEETING MINUTES:

A motion to approve minutes of April 19, 2016 was made, seconded and unanimously approved.

ACCEPTANCE OF CASH DONATIONS:

A motion to accept \$150 that was donated in April was made, seconded and unanimously approved.

COMMITTEE MEETINGS & REPORTS

Librarian's Report

- **Youth Services**
 - Summer Programs are in place
 - June 21st is designated as the day to start sign up.
 - There are a lot of flexible exciting programs for all ages and even a teen program.
- **Adult summer reading program** - reading bingo and special events will be offered.
- **Freegal music** - access to free music downloads - July 1, 2016 - will be available, sponsored by Friends of TML.
- **Friends of TML** - Have ordered new furniture - conference table with chairs for the stack room
- **Library page** - Emma Davis is graduating HS but will remain with TML as she is attending Colby-Sawyer College
- **Staff member on family medical leave** - The staff member is back working ½ time to be able to care for her family member.
- **Staff AED & CPR training** - is scheduled for June - this certification takes place every 2 years.
- **Leadership Seminar update** - Ms. Licks reported on leadership creativity.

Facilities Committee

- **Tomie dePaola Room** - Flooring. The flooring is going to be repaired in the two problem areas.
- **HVAC** - project is complete - Mr. Anzalone will be following up on the project.
- **Slate Roof** - While doing work in the attic, gaps in the roof were noticed to be letting in light and rain. A slate roofing company will be called to remedy the problem.

- **Generator** - is functioning properly.

Personnel & Policy Committee:

- **Policy Review Work:** April 28th Ms. Licks met with Mr. Anzalone, Mr. Terwilliger and Mr. Garvey to begin policy review work. Suggested changes will be brought to the BOT with an eye toward completing this process in December.
 - Ms. Beck suggested that the policy review should look at the minimum age that children should be allowed to be on their own or “unattended” at the library.

OLD BUSINESS

- **Trustee bios** - Ms. Licks will email a uniform template for each of the BOT to complete.

NEW BUSINESS

- **Bank account signatures** -
 - Main account ending 6070 - Ms. Licks will remain on, while Mr. Anzalone and Ms Kristina Regan will be removed; Mr. Matt Hubbard & Ms. Wendy Dumais will be added to the signature cards.
 - Gift account ending 6460 - Ms. Licks will remain on, while Ms. Kristina Regan will be removed and Mr. Matt Hubbard & Ms. Wendy Dumais will be added to the signature cards.
- **Patron letter** re: lawn treatments
- **Town’s wage study** - The town study has been completed by an outside consultant. Ms. Licks strongly urged the BOT to consider using the same consultant to get an unbiased opinion of the salary ranges of libraries in comparable towns. In her estimation, TML staff salaries may be in need of adjustment.

A motion to allow Ms. Licks to pursue a proposal from this consultant was made, seconded and unanimously approved.

UPCOMING SPECIAL EVENTS / MEETINGS

- **NHLTA conference**, May 23 Ms Licks and Ms Mahar will attend. Schedule permitting, Ms Beck will attend.
- **Selectmen’s Meeting** - May 31 at 9:00 AM the Selectmen discuss wage study, - Mr. Anzalone will attend with Ms. Licks, Mr. Terwilliger may be in attendance.
- **NHLTA trustee orientation**, June 18 (Hooksett)
- **Summer reading programs** start June 21 - kids, teen and adult

OTHER BUSINESS / FUTURE AGENDA ITEMS

- **Three-year review** of policies due December

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)

Entered into Non-Public at: 5:33 pm

- RSA 91-A:3, II(c) Matters *which, if discussed in public, would likely affect adversely the reputation of any person, **other than a member of this board***

Left Non-Public and reentered the Public session: 5:46 pm

NEXT MEETINGS

- Wednesday, June 29 at 5:00 pm
- [No meeting in July]
- Monday, August 22 at 5:00 pm
- Tuesday, September 20 at 5:00 pm
- Tuesday, October 18 at 5:00 pm
- Tuesday, November 15 at 5:00 pm
- Tuesday, December 20 at 5:00 pm

ADJOURN 6:04

Minutes respectfully submitted,
Laura M. Halkenhauser