

**Tracy Memorial Library
Board of Trustees Meeting Minutes
16 May 2018**

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

The meeting was called to order at 5:00 pm.

Meeting Minutes

MOTION to accept the minutes of the April 18, 2018 for Tracy Memorial Library Board of Trustees meeting was made by John Garvey and SECONDED by Frank Anzalone. THE MOTION WAS APPROVED UNANIMOUSLY.

Acceptance of Cash Donations

MOTION to accept cash donations of \$1015.99 for month of April was made by Frank Anzalone and SECONDED by Wendy Dumais. THE MOTION WAS APPROVED UNANIMOUSLY.

Committee Meetings & Reports:

Library Directors Report

Sandra Licks reported that on May 12, 2018 the parking lot used by the library patrons and staff was closed in order to be a staging area for the New London Town-Wide Clean-Up event. Permission was obtained to use the Bar Harbor Bank parking lot if necessary but there was no significant impact on the library access.

Jennifer Vitiello has been hired on a part-time temporary basis to ease the strain in the staffing due to the absence of two employees. Jennifer is currently employed by the town, has worked 20 years in a school library and volunteers in the local elementary school library. Sandra welcomed Jennifer and reported that a training session would take place on May 21, 2018 to include a library tour, a learning session at the circulation desk with Missy, lunch with staff members and a discussion of general policies.

An older patron who used the library on a regular basis recently passed away and the spouse will now receive homebound delivery as they are unable to come to the library alone.

The head gardener is to submit a proposal for beautification and planting in the front and side of building to complement the formal Olmsted design in the rear. Sandra stated that it would be nice to have the entire gardens under the one umbrella organization. Some volunteers have already been helping out in these areas. Sandra explained that the library does not want to hire an employee that is not directly associated with the library's mission and the head gardener is already an employee of the Tracy Garden's 501C3. She has been asked to submit a proposal as an independent contractor. It is hoped this will be done for the Garden Party on June 17, 2018.

Thursday's Child benefit dinner at the New London Inn has produced \$150 for the Friends and \$150 for the Garden.

Eula Kozma attended her first Friends Board meeting on Monday. This organization will bring back David Cleveland in the fall for the second part of his talk on his theater experience and the history of New London. The Friends also talked about participating in the hospital parade and expect to finish another issue of their newsletter soon.

Nancy Mahar was thanked for taking on additional treasurer duties, which include bi-weekly deposits and signing checks.

Facilities Committee Report

Frank Anzalone reported Contractor Pete Swislosky has not been responsive to Sandra's request to finish work. Although Frank commented that the contractors are very busy this time of year, the work needs to be finished.

Frank asked about the new plantings in the front of the building and Sandra reported the magnolias were beautiful and many patrons have commented. The hosta have not done as well but it is still early in the season for this plant. It was noted they had been moved in July, which is not a good time to transplant. The grass is not doing well and perhaps will need reseeding. There are many bare spots in the front.

Nate Ross has been recommended as a potential handyperson. Frank informed this is his only line of work and perhaps would make him more readily available.

Frank suggested looking at the capital improvement plan again which should include the roof and Sandra explained the time line for submission. Annie Beck asked about the cracks in the parking area wall which have been caused by expansion and contraction and was informed this will go in the letter Sandra will sent to the contractor along with a list of other items that need to be finished.

The painting of a mural on the parking area wall will be delayed until the wall is fixed.

Personnel & Policy Committee Report

Gordon Terwilliger thanked the board for their input and participation in employee recognition on a monthly basis. Eula Kozma reported she has created a spreadsheet to record months for each board member.

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

LED lighting project:

Sandra reported the lighting is bad in all parts of the building but especially over the circulation desk and over the stacks. The plastic covering has fallen down and there is potential for injury. Recently one was found shattered on the floor in the children's room. Fixtures are mismatched in the children's area and they are very low in the area that is elevated one step. It feels dark and dingy. There has been some update to bulbs that are energy efficient but many fixtures will not allow swapping out bulbs. Sandra has requested assistance from the Energy Committee and an inspection was done. The Energy Committee suggested Revision Energy who spent a couple of hours at the library with Sandra. It was found there are over 200 light fixtures in the building. The total project cost is \$60,000 and this includes all paperwork and filing of forms for \$8,000 rebate. The return on investment would take 15 years. The Energy Committee will recommend another contractor and expects this may cost \$10,000 with a scaling back in the project. With the help of the Energy Committee, there is hope the town will contribute some money since an article was passed at Town Meeting that encouraged the town to look at solutions for energy saving. Frank suggested the project be done in phases and the hazardous lighting should be done first. Sandra commented she is changing light bulbs all the time and LED replacement would

alleviate this. Annie suggested going directly to Eversource for help. Frank explained how the rebate was built into the Eversource pricing. Eula opined it was a good job for a college intern to manage and document in the case of bulbs failing.

Summer Reading preview:

Sandra passed out a master sheet of children's programs for the summer, which included:

- Ongoing programs such as story-time, reading logs and the Lego club with a "Library Rocks" theme
- Special programs to include Magician Peter Boie on Friday, July 6 at 3 pm; singer songwriter Judy Pancoast on Tuesday, July 31 at 6:30 pm; Lindsay and Her Puppet Pals on Saturday, August 4 at 10:30 am (to coordinate with Hospital Days); Summer Story-Times on Wednesdays at 10 am with special guest readers

Sandra went on to list the programs for the Tweens and Teens:

- A Tic-Tac-READ board where the completion of 3 squares earns an ice-cream and the completion of more squares earns entry for a prize drawing at the end of the summer.

Sandra unveiled "Bookopoly" for the adult summer reading program, which is similar to a Monopoly game board but with a reading theme. Patrons are encouraged to complete reading tasks to earn prizes. In this version of the game no one goes to jail . . . they go to the library!

Upcoming Special Events / Meetings:

Mrs. Jane Tracy program at the library on May 29 at 7:00 pm: Archivist Jim Perkins has done a lot of research on Mrs. Tracy and her civic minded initiatives. There are many things she did for the town before donating the property for the library including the West Side Social Club.

Retirement party for Richard Lee, Director of Public Works, on June 14, from 6:00-8:00 pm, at Whipple Hall.

Annual Garden party at the library will take place on June 17 at 2:00 pm. Speaker will be in the meeting room and refreshments will be served outside in the garden weather permitting.

End of fiscal year is coming up on June 30, 2018 and the interest on the CD's will be "swept" and the monetary balance will be determined. Progress is made every month towards a positive balance. The new budget is effective July 1, 2018.

Other Business / Future Agenda Items

Review investment policy: Sandra stated this discussion is for a future meeting and it is something that must be done every year and sent to the Attorney General.

Next Meeting

Third Wednesdays at 5:00 pm: June 20, July 18 and August 15. There was discussion about changing the day for the fall meetings but the board could not decide on a day that would be convenient for all. There will be more discussion to follow at next meeting.

Hiring of Head of Youth Services

Executive Session. IT WAS MOVED (Frank Anzalone) AND SECONDED (Eula Kozma) to enter into a nonpublic session pursuant to RSA 91-A:3 II (a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee* and (l) *Consideration of legal advice provided by*

**Tracy Memorial Library
Board of Trustees Meeting Minutes
16 May 2018**

Page 4

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), Mr. Anzalone (Y)

The Board entered the nonpublic session at 5:40 PM.

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

IT WAS MOVED (Frank Anzalone) AND SECONDED (Annie 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), Mr. Anzalone (Y)

The meeting adjourned at 6:10 PM.

Respectfully submitted,

Jennifer Vitiello
Recording Secretary