

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

Wednesday, 17 May 2017 at 5:30 pm

Present: Mr. John Garvey (2020) Chair
Ms. Wendy Dumais (2018)
Mr. Gordon Terwilliger (2018)
Ms. Annie Beck (2019)
Ms. Nancy Mahar (2019)
Mr. Frank Anzalone (2020)
Ms. Sandra Licks
Minute-Taker Ms. Laura Halkenhauser

Absent: Mr. Matt Hubbard (2018)

Call to Order:

APPOINTMENT at 5:30

- Assistant Director Jo-Ann Roy re: Koha library system (continued). Thanks to extensive preparation, the unexpected was minimized and further enhancements are ongoing. Synching/Authenticating with Overdrive downloadables – accounts with fines over \$10 are blocked by Koha. User friendly, automated password change is very easy. We congratulate Ms. Roy on her implementation

MEETING MINUTES

- A motion to approve the minutes of 18 April, was made by Ms. Dumais and seconded by Ms. Beck and unanimously approved.

ACCEPTANCE OF CASH DONATIONS

- Mr. Anzalone made a motion to accept \$1,000 donated in April, Mr. Terwilliger seconded the motion and it was unanimously approved.

COMMITTEE MEETINGS & REPORTS

- **Library Director's Report:** Ms. Keating has partnered with the elementary school. She had a Great Stone Face party that included a library tour, Pizza, and library cards. The Friends provided a budget of 4k for the summer reading program and Ms. Keating has 6 events planned; two off site events to be held in July. Ms. Keating was interviewed by the local TV station *Kearsarge Chronicle* to promote the Children's Department activities. Ms. Roy was interviewed by local radio station, WNTK to promote upcoming event Songs and Stories of WWI. The Thursday's Child Fundraiser, to benefit Friends and Garden, was well attended. In July, the Friends will be launching their annual membership drive. The June issue of *NH Magazine* has an article on NH State Library that is celebrating 300 years. On NHPR, May 16, the program, "The Exchange" discussed libraries looking to the future, and being relevant to their community. Lastly, a new book on librarians, Book review – "This is what a Librarian Looks Like" Hundreds of pics of librarians featuring guest essays by famous authors that will be added to the collection
- **Facilities Committee:** The Tomie dePaola room is substantially complete apart from the TdP archive shelf and minor paint touch up. The heating and insulation need to be completed for the stairwell project. We are still awaiting the check from the insurance company. July 1, we will begin the new budget, we still need to get a few quotes in to cost out the generator.
- **Personnel & Policy Committee** – This committee will be meeting May 26 at 3pm to make final approvals of pending revisions.

OLD BUSINESS

- **Children's Dept. renovations** (stairwell heating) -
- **Foundation drainage project** has been delayed due to the winter weather this spring.
 - Security Camera –Railing; This is pending after the entrance railing has been continually damaged. The security camera, installed by the NL Police department would monitor any future damage. A sign would be posted to alert drivers.
- **A/V Room project start date** – We are very thankful to The Friends for the 25k gift and 5k gift. Aug 21st – The Meeting Room will serve as the temporary AV room while the renovation takes place; it will take approximately two weeks to update the alarms, carpet, and electrical.
- **Garden re: students (and dogs)** – Signs have been put up and dogs are not permitted in the Garden. However, Ms. Licks received a phone call from a customer whose family felt harassed and scolded by one of the gardeners when the children were playing in the fountain and when their dog started digging up flower beds. The family subsequently tied up their dog which created another issue. Gardeners were not supposed to address the patrons, rather staff need to be alerted to approach visitors. In some instances, Ms. Keating was called to correct the activities in the garden. The concern is the historical significance of the garden and what the damage means in volunteer hours, and replacement costs. On afternoons, Ms. Mahar has been present in the and saw cooperation between children and Ms. Keating.
- **Leave and sick time for part-time staff.** Ms. Licks presented data on offering paid leave and sick time to all part-time employees. The cost would be \$4,593.00 per year and this would begin July 2018 if approved. Discussion ensued with no decision made. For the next Board meeting, Ms. Licks was asked to evaluate a paid shift differential scenario for evenings and weekends.

NEW BUSINESS

- Three-year review of policies (2nd half)

UPCOMING SPECIAL EVENTS / MEETINGS

- WWI music program, May 23 at 6:00 pm
- 13th of June – “Ask a Muslim Anything” with speaker Robert Azzi
- Annual Garden party, June 18 at 2:00 pm – Father's Day
- Summer reading starts June 21
- End of fiscal year, June 30

OTHER BUSINESS / FUTURE AGENDA ITEMS

- Library records retention (financial, personnel, minutes), TBD
- Consider purchase of new generator, TBD

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)

NEXT MEETINGS, Tuesdays at 5:00 pm

- June 20
- July 18
- August 15
- September 19
- October 17
- November 28
- December 19

ADJOURNMENT 6:20 Mr. Terwilliger made a motion to adjourn which was seconded by Ms. Beck and unanimously approved.

**Respectfully submitted,
Laura Halkenhauser Guion**