TRACY MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, 20 June 2017 at 5:00 pm

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

Absent:
Ms. Wendy Dumais (2018)
Ms. Annie Beck (2019)

Call to Order: 5:00
MEETING MINUTES
- A motion to approve the minutes of 17 May, was made by Mr. Anzalone and seconded by Ms. Mahar and unanimously approved.

ACCEPTANCE OF CASH DONATIONS
- $0 in May

COMMITTEE MEETINGS & REPORTS
- Library Director’s Report – The children’s summer reading program “Build a Better World” is seven weeks of activities, prizes, and fun. The teen room will have a beach surfing theme. An event, “Ask a Muslim Anything” was well attended and fostered good will, reinforcing the library as a place where neutral views are had and all are welcome. The 15th Annual Garden Party was a great success with 65 people in attendance. Speaker, Kevin Bragg, discussed the evolution of the White House gardens from 1790 to the present, which was followed by refreshments in the garden. The library made the front page of the Intertown Record for the 2nd theft of the Japanese maple. The circulation desk is doing a soft rollout of accessing personal library card bar codes on cellphones; this is possible by taking a picture of the bar code. The Friends will be discontinuing funding for the music app, Freegal due to relatively low interest and high cost. Ms. Keating, the library liaison to the Town’s employee committee, attended the selectmen’s meeting to give input on personnel policies. Ms. Licks is looking for homes for the metal shelving and study carrels that will no longer be needed with the audio room renovation.

- Facilities Committee - Plants are being stolen and there has been some damage to the garden, such as bricks being thrown into the fountain. The idea of installing cameras is taking on momentum by the thievery as well as the damage to the parking lot wall. Signs will be posted and coordinated with the NL Police Dept. who may assist with the security cameras. This will be added to the town newsletter, “Municipal Matters.” The concrete parking lot wall is nearly finished and the holes for the handrail are about to be drilled. Some negative feedback has been received; “It’s too big” or, “Too rustic.” The Foundation drainage project pipes are in the ground, the holes are filled, and the landscaping will be started soon. A couple of days of rain tested the new drains which are doing their job by redirecting the water away from the foundation. The ground is clay which means the water could take weeks to move through the ground. At the outset, there was an unforeseen complication when the digging started; at the far-left of the building is a rubble foundation (stacked stones). There had been no evidence inside or outside that it was a
rubble foundation. The project was begun on June 5th and is on track and a bit over budget because of the extra excavation and material required.

- **Personnel & Policy Committee**
  The committee has finished their work on the three-year policy review. It’s been passed on to the board for input.
  Mr. Anzalone made a motion to approve the changes made to the Library policies seconded by Ms. Mahar. Most board members thought it was cohesive. Ms. Dumais submitted some suggestions to the table of contents. Updated to state library regulations and legal terminology, technology updated. Created a position of vice-chair.
  Mr. Garvey proposed a vote which was approved unanimously to accept the changes.
  Ms. Licks will incorporate all the changes and send to Board for proofreading.

**OLD BUSINESS**
- Foundation drainage project update
- Three-year review of policies, part two: questions and comments

**NEW BUSINESS**
- Receipt of insurance claim check for $37,494 – Now in the bank. Difficulty with the timeliness – but eventually we were given what we submitted. Now our fiscal year can reconcile due to the diligence of Ms. Licks.
- A proposed shift differential for part-time staff was suggested by Ms. Dumais at last month’s meeting. Police and Dispatch already receive a shift differential, at $1 hour. If the Library did the same it would cost $1,924.00, per year.
  A motion to authorize Ms. Licks to institute a $1 differential for part-time night and Saturday shifts, to incorporate into FY 2018 made by Mr. Anzalone, seconded by Mr. Hubbard was voted on and approved.

**UPCOMING SPECIAL EVENTS / MEETINGS**
- Summer reading starts, June 21
- End of fiscal year, June 30
- Library closed, July 4
- NHLTA meeting at Wilmot Public Library, July 13 at 1:30 pm – Regional meeting to be attended by Ms. Mahar and Mr. Terwilliger with other trustees of libraries for a good brainstorming session.
- Library Director on vacation, July 21 – 30
- Budgets due to Town Administrator, September 11 – draft needed for FY 2019. There will be a meeting with Ms. Licks, Ms. Dumais and Mr. Hubbard week of July 10 TBD.

**OTHER BUSINESS / FUTURE AGENDA ITEMS**
- FY 2019 budget (July & August)
- Library records retention (financial, personnel, minutes), TBD
- Consider purchase of new generator, TBD
- Wage portion of the FY2019 budget in August

**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**
- July 18
- August 15
• September 19
• October 17
• November 28
• December 19

ADJOURNMENT: 5:47
Mr. Terwilliger made a motion to adjourn which was seconded by Mr. Hubbard and unanimously approved.

Respectfully submitted,
Laura Halkenhauser Guion