

**TRACY MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, 18 July, 2017 at 5:00 pm**

Present:

**Mr. Matt Hubbard (2018)
Mr. Gordon Terwilliger (2018)
Ms. Wendy Dumais (2018)
Ms. Annie Beck (2019)
Ms. Sandra Licks
Minute-Taker Ms. Laura Halkenhauser**

Absent:

**Ms. Nancy Mahar (2019)
Mr. Frank Anzalone (2020)
Mr. John Garvey (2020) Chair**

Call to Order: 5:11 Ms. Dumais as acting Chair

MEETING MINUTES

- **A motion to approve the minutes of 20 June, was made by Ms. Beck and seconded by Mr. Hubbard and unanimously approved.**

ACCEPTANCE OF CASH DONATIONS

- **A motion to accept the cash donations of \$125 in June, was made by Mr. Terwilliger and seconded by Ms. Beck and unanimously approved.**

COMMITTEE MEETINGS & REPORTS

- **Library Director's Report**—Ms. Licks brought birthday cards for signing. The BOT were shown safety glasses to be handed out on a first-come, first-serve basis for the eclipse on August 21st. The children's summer reading has 150 kids registered and it is going well. The Friends sponsored The Traveling Museum of Science program to be held July 18. Storytime continues on Wednesdays, the Book Club on Thursdays and Windy Hill Pre-School will be visiting on Friday. Last week Mr. Terwilliger, Ms. Mahar and Ms. Licks attended a round table chat with other libraries. The NH room cabinets are now locked keeping safe old artifacts. It was suggested that a sign should be posted to ask for access. Friend's fund-raising letter went out – the objective is to get \$20,000. The part-time staff extended a "thank you" to the BOT for approving the shift differential, Ms. Licks noted that it was morale boosting.
- **Treasurer's Report** - Mr. Hubbard went over the profit and loss sheet of FY 2017 and reported nothing glaring and we did well against overall projections. The Children's department has been rejuvenated with new items. This was our tightest year ever due to the significant repairs and damages. Our final checking account balance was approximately \$900 versus the usual \$10-\$20K. We anticipate a better year next year, albeit our budget is tighter. There are some overages due to the foundation drainage budget which will affect the new fiscal year budget. The budget planning for 2019, to start next July 1, has already started and we will begin tackling the line items. The reported interest is different, the previous intent was to include the sweep from our gift CD's. However, going forward, the Bookkeeper said not to show gift fund interest. The report will only show operating interest accrued in checking account. The interest has been adjusted per the bookkeeper's suggestion. TML joined the town's overall telephone system upgrade and there is a built in \$5000 to join. There was a suggestion to sell books going out of circulation, however, this was tried, but not a good revenue maker.

A motion to approve the treasurer's report, was made by Ms. Beck and seconded by Mr. Terwilliger and unanimously approved.

- **Facilities Committee -**

Foundation Drainage – found a few un-anticipated issues that they needed to address. The irrigation finished today. Next the lawn will need to be reseeded. The new entry way concrete wall and railing has a swirly stucco façade. This style was recommended because if there is a need to do future repairs, it will be easier to patch with the stucco. A minor leak was identified in the NH room closet. HVAC came to do maintenance and noticed that manuals were wet. Our general contractor investigated, some tears were found in the roofing membrane and the repair materials have been ordered. The alarm is due for its annual check. General Contractor doesn't feel that the generator will need to be replaced. It has been working regularly and it is with mixed feelings that we may hold off on the purchase of a new generator.

- **Personnel & Policy Committee** – In reference to the policy review, it has been suggested to address changes on an ongoing basis versus every three years. Staff evaluations need to be completed by the end of the year. Personnel line items will be addressed in August. There may be some redressing as a result of the wage study.

OLD BUSINESS

- Foundation drainage completion

NEW BUSINESS

- Security Cameras – Ms. Licks met with Chief Ed Anderson & Detective Buddy Rowe and showed the parking area and the garden. Game cameras are not a good choice due to constant movement. The Police recommend that no signage is necessary as there is no audio being recorded. Perhaps eventually all of the town's public buildings will have cameras that will be tied to the police, but there is no timeframe or budget yet for this. For now, the Detective recommended an installer for a modestly priced system versus a more robust system that would be \$10K. Police have loaned the library a temporary camera, so the parking area is protected. Ms. Licks will follow up with the recommended installer and obtain a price quote.

UPCOMING SPECIAL EVENTS / MEETINGS

- Library Director on vacation, July 21 – 30 – Jo-Ann will be in charge (5 years employed)
- A/V Room furniture installation will be August 21-22. The Friends are paying for the furniture, carpet & paint. We will be paying for the handyman services and temporary carts. In the interim, the meeting room will serve as the A/V room.
- The budget is due to Town Administrator, September 11, 2017

OTHER BUSINESS / FUTURE AGENDA ITEMS

- FY 2019 wages (August)
- Library records retention (financial, personnel, minutes), TBD per state guidelines.
- Consider purchase of new generator, TBD
- Consider on customer receipt listing the savings due to borrowing versus purchase
- Bar codes on phone in place of cards.

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

- August 15
- September 19
- October 17
- November 28
- December 19

ADJOURNMENT: 5:59

A motion to adjourn was made by Mr. Terwilliger and seconded by Ms. Beck and unanimously approved.

**Respectfully submitted,
Laura Halkenhauser Guion**