

**Tracy Memorial Library
Board of Trustees Meeting Minutes
15 August 2018**

Present: Annie Beck (2019), Wendy Dumais (2021), Eula Kozma (2021), Nancy Mahar (2019), Sandra Licks (Library Director), Jennifer Vitiello (Recording Secretary)

Absent: Frank Anzalone (2020), John Garvey (2020), Gordon Terwilliger (2021)

The meeting was called to order at 5:00 pm. In the absence of John Garvey, Wendy Dumais presided.

Sandra introduced the new Head of Youth Services, Ben Cote to the board members. She asked Ben to share some of the activities that were going on. Ben stated that everyone in the library is most welcoming and Kristine Hussey has helped to make it an easy transition for him. Ben stated:

- 153 people have signed up for the summer reading program (156 last year)
- 20 events have been held so far, attended by 612 people (increase of 140 over last year)
- *Lindsay & Her Puppet Pals* drew more than 100 people
- Story time has been very successful and will be continued into the fall with guest readers from the community and library staff.

Ben is planning additional fall events including:

- Tuesday and Wednesday story times
- Thursday café (movie and activity)
- Friday Trivia (kids vs. Ben using personal devices) on various subjects such as Boston sports and New London facts/figures combined with an Open House to “Meet, Greet and Beat the Librarian.”

Meeting Minutes

MOTION TO ACCEPT the minutes of the May 15, 2018 (no meeting in June or July) for Tracy Memorial Library Board of Trustees meeting was made by Annie Beck and SECONDED by Eula Kozma. THE MOTION WAS APPROVED UNANIMOUSLY.

Acceptance of Cash Donations

MOTION TO ACCEPT cash donations of \$50 for month of May, \$118 for month of June and \$1,214.81 for month of July was made by Annie Beck and SECONDED by Nancy Mahar. THE MOTION WAS APPROVED UNANIMOUSLY.

COMMITTEE MEETINGS & REPORTS

Library Director’s Report

Sandra reported the summer has been busy, exciting and exhausting. Below are the “hottest” items at our circulation desk:

- Fiction: *Love & Ruin* by Paula McClain
- Non-fiction: *Educated: A Memoir* by Tara Westover
- Movie: *The Shape of Water*
- Fiction Audio Book: *Little Fires Everywhere* by Celeste Ng
- Non-fiction Audio Book: *Leonardo da Vinci* by Walter Isaacson
- Magazine: *Real Simple*

This coming Monday there will be CPR & AED training for our staff. A certified instructor does this every two years. All but two staff members (out of 13) are expected to attend.

Digital Magazines are back and these are downloadable to any device. This is in conjunction with Overdrive and there are 25 magazines available immediately. It will be bumped up to 50 magazines later. There is no wait list and these do not count against the other downloadable items. Magazines check out for 14 days.

There is a ukulele for circulation and it comes with a quick start guide, instruction book and some suggested web sites.

Reminder that a telescope is also available for checkout as well as museum passes.

Also available is a nice set of book club table topics, which suggest questions to help jump-start your book club conversation as well as a LSPA (Lake Sunapee Protective Association) kit on exploring the outdoors.

Sandra stated she was honored to participate in the Hospital Days Parade carrying a banner in memory of Donald Hall, Poet Laureate, on behalf of the Tracy Memorial Library. It was about 4 years ago that Donald Hall appeared in the library meeting room to read from a recently published book of essays.

The Friends have kicked off the letter writing campaign in hopes of raising \$20,000. There will be 542 requests of which 68 are new.

There was a very successful lecture given by local author Julie Boardman who wrote *Death in the White Mountains*. Thirty-three people attended.

The Hopkinton Library cupola was struck by lightning during a recent thunderstorm. A fire resulted and the library sustained extensive water and smoke damage. Forty thousand (40,000) books have been boxed up and sent out for a special cleaning process. The carpet will have to be replaced as well as the ceiling tiles. Neighboring libraries have been generous in offering borrowing privileges to Hopkinton residents. Temporary office and program spaces have been provided.

Treasurer's Report (end of FY 2018)

Nancy Mahar presented the Profit and Loss Statement and the Balance Sheet for the board to look over. The year closed with just over \$10,000 in the checking account. It was noted that Nancy comes in every other week and does deposits and signs checks.

Facilities Committee

Annie Beck noted that Nancy Mahar and Sally Dean have done a fabulous job on the front garden, including many new shrubs and perennials. The irrigation company installed additional lines for the new plants. Sandra stated that Sally has been volunteering her time for this gardening endeavor and suggested that the Friends might show appreciation to Sally with a gift certificate.

Sandra reported on some other building-related issues. She is seeking another price quote for installing outdoor security cameras. There are some problems with two air-conditioning units and the HVAC company is troubleshooting. The annual fire alarm inspection has been done; a few batteries needed replacement but this is to be expected. Scott Blewit, Recreation Director and Cary Lagace, Land Use & Assessing Coordinator also did a building inspection. And lastly, a third person has come to look at the lighting in the building, focusing on converting to LED and taking advantage of any rebates that may apply.

Personnel & Policy Committee

There are no outstanding issues in this area.

OLD BUSINESS

- Concrete wall by entry ramp unfixed – Sandra was concerned that the general contractor had not fixed the wall after saying he would do so in the spring. In addition, there are half-dozen relatively minor issues leftover from previous projects. This needs to be addressed before embarking on future work. The Facilities Committee will meet to prioritize.

Summer reading programs:

- The adult summer reading program called “Bookopoly” finishes up this Friday (August 17). Completion of one category entitles readers to a free ice cream certificate; additional participation earns entries for prize drawings.
- The teen program called “Tic-Tac-Read” also finishes up this Friday (August 17). Prizes are similar to those for adults.

An anonymous letter regarding meeting room use was received on June 13 via the book drop. The letter stated the library “would be sorry” if a political candidate was allowed to use the meeting room. Sandra alerted the police and they provided two officers the night of the event. Staff was informed and given the choice to stay home that night. There was no problem the night of the event. A couple of signs were put outside the library without permission but removed as requested. Sandra re-emphasized that advertising state there is no sponsorship from the library. Sandra is proud of the library’s history of allowing groups of all political persuasions to use the meeting room in order to keep the electorate informed. The board agreed that Sandra handled the situation well.

NEW BUSINESS

- A review of the investment policy is required every year. Members were provided with copies and Sandra made a few suggestions. Inserting the library name and stating that this policy is reviewed every year per the RSA was suggested. We should then communicate with the Attorney General that it has been done.

**MOTION TO APPROVE the updated investment policy was made by Annie Beck and
SECONDED by Nancy Mahar. THE MOTION WAS APPROVED UNANIMOUSLY.**

UPCOMING SPECIAL EVENTS / MEETINGS

- Library Director on vacation week of September 3
- FY 2020 budget request due to Selectmen and Budget Committee by September 21: we need to update/revise our capital reserve request as well as our general operating budget request. Sandra presented draft of capital reserve request to reflect the additional air

handlers/air conditioners in 2026/2027 with reference to past costs to achieve a projected cost. Sandra also updated the request for fiscal year 2020. The project slated for 2020 is the stack room, which may include replacement of the flooring and roof. Moving the shelves and the books will incur an expense. The Budget and Facilities committees need to meet *before* the September board meeting.

- Selectmen and Budget Committee will meet and review capital reserve funds on October 1, 2018. Sandra asked that Annie, Frank and/or John be present at this meeting.
- Selectmen and Budget Committee will review Library budget on November 5, 2018. All library board members are invited to this meeting, and especially Nancy, Wendy and John.

OTHER BUSINESS / FUTURE AGENDA ITEMS

- FY 2020 operating budget and capital reserve requests should be completed at the next board meeting on September 19, 2018
- No card, no check out: another complaint received and addressed to the Board of Trustees. Annie suggested that this policy needs to be a little more flexible. This is the number one complaint. Sandra explained her reasoning and stated this policy has been in effect since 2010. Would like to continue discussion at the next meeting when more board members are present.

NEXT MEETING will be the third Wednesday at 5:00 pm: September 19, October 17, November 21, December 19, 2018

MOTION TO ADJOURN the meeting was made by Annie Beck and **SECONDED** by Nancy Mahar. The meeting adjourned at 5:45PM.

Respectfully submitted,

Jennifer Vitiello
Recording Secretary