

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Monday, 22 August 2016 at 5:00 pm

Present: Mr. John Garvey (2017) Chair
Mr. Frank Anzalone (2017)
Ms. Wendy Dumais (2018)
Mr. Matt Hubbard (2018)
Mr. Gordon Terwilliger (2018)
Ms. Annie Beck (2019)
Ms. Nancy Mahar (2019)
Ms. Sandra Licks
Minute-Taker Ms. Laura Halkenhauser

Call to Order: 5:03

APPOINTMENT at 5:15 Asst. Director Jo-Ann Roy

- **Koha Library System** (proposed replacement for Destiny software) presented by Josh Barron of ByWater Solutions.
 - ByWater Solutions has been in business for seven years and is the biggest Koha vendor with the capability to do all steps of implementation.
 - 40-45% Public libraries, 40-45% Academic libraries
 - Service by real support person, no automation – email and chat
 - Other local libraries use this system – Sunapee, Newport and others
 - The Patron/Public interface was displayed.
 - Shows patron what is checked out, overdue and any fines,
 - Gives the Patron the ability to pay fines online.
 - Personal details – Options, purchase suggestions – the system has the capability to keep the patron in the loop as to what the action was by the library, tags on books keeps a record of search history and reading history. Ability to send patrons message
 - Item is searchable and brings up the most relevant search through Google and Amazon. Comments may be made, but are moderated.
 - Social media buttons allow the patron to post what they are reading from the library. Can have a twitter feed going on front page –
 - The page is customizable to fit cell, tablet and PC/Laptop
 - Compatible with all browsers
 - Audiobooks or ebooks – Overdrive app works with this system. When a patron is logged into their Koha account, they are also logged into overdrive (1 less step) – more streamline.
 - It takes six months to prepare for the transition. A lot of data clean up, many features.

MEETING MINUTES:

- A motion to approve minutes of June 29, 2016, was made, seconded and unanimously approved.

ACCEPTANCE OF CASH DONATIONS:

- A motion to accept \$540 donated in June and \$1,195 in donated July was made, seconded and unanimously approved.

COMMITTEE MEETINGS & REPORTS

Library Director's Report

Two employees - Beth West, Jo-Ann Roy have passed five year anniversaries

- Youth Services
 - Summer Reading program is wrapping up
 - About 200 kids signed up
 - Mike the Bubble man – Thursday, Aug. 25.
- Ergonomic furniture has arrived for the Director and Assistant Director to their delight.
- A Japanese Maple was taken from the Garden but has been replaced Received check from NL Inn's *Thursday's Child* – Friends and Community Garden got \$500 each.
- Friends News-letter is out
- Trustee Bios are on website

Treasurer's Report

- The 2016 Fiscal year-end report was presented to the board –
 - 98.9% of the budget was expended.
- A motion to accept the Treasurer's Report was made, seconded and unanimously approved.

Facilities Committee

- Generator is running properly
- Tomie dePaola room – the flooring still needs to be repaired
- Foundation drainage – meeting needs to be scheduled, including Mr. Richard Lee from the Public Works
- A Volunteer trimmed – downed branches for TML
 - Ms. Licks requested that the tree warden walks the property to evaluate the large trees around the perimeter.
- Front Rail – has been hit again
 - Proposed to fix one more time, then install a camera to monitor
 - Tall cones are a possibility
 - Talked about removing the island and reconfiguring the drive way
 - Mr. Anzalone graciously offered to measure the parking lot to evaluate the possible reconfiguration of the layout. Making changes to the parking area could be a capital reserve item. The target date would be for FY 2018.

Personnel & Policy Committee:

- The first half of proposed policy changes was handed out, and the Trustees will evaluate it, and email their comments for next meeting

OLD BUSINESS

- **Proposal for Wage Study for TML employees –**
 - Ms. Licks was quoted a fixed price of \$3,150
- Motion, seconded and was unanimously approved and needs to be acted on in time for this budget year

NEW BUSINESS

- Expenditure for new library system to replace present system - Destiny
 - The cost for that system in 2010 was \$5,000, and annual support was \$600 Licensing was paid for up front.

- The Koha system costs are \$13,100 for the 1st year and scaled to our population
 - Installation, data migration, unlimited support, annual hosting, three days onsite for training.
 - 2nd year the costs drop to \$4,200 with unlimited support
- ByWater will implement Koha software. Our same cards and peripherals will work – no expense to swap over.
- The computer budget for the year is \$14,000.00
 - Talking points about the length of time of other and the enhancements
 - The new system can adapt and change over time
- A motion to authorize Ms. Licks to work with ByWater Solutions- \$13,100.00, was seconded and unanimously approved.
- FY 2018 budget schedule – Mr. Hubbard is closing out 2016, we are operating in 2017 and need to work on 2018
 - A draft of the budget from the sub-committee (Ms. Licks, Mr. Hubbard, Ms. Dumais and Mr. Garvey) Will be presented to Board for approval at October meeting.
 - Financial Report for Auditors due week of Sept. 19 – including FY 2016
 - Capital Reserve for FY 2018 needs work from the Facilities Committee.
- Request from Center for the Arts to serve alcohol in meeting room – special memoir event Friday, Oct. 7
 - Has Insurance
 - Motion to allow Center for the Arts to serve wine at their event seconded and approved
- Motion to approve Ms. Licks to serve alcohol at the TML Volunteer Party was seconded and approved
- Two job openings: Youth Services Assistant and Student Page
- Policy revisions as submitted by Policy Committee (through page 16)
 - See above

UPCOMING SPECIAL EVENTS / MEETINGS

- Library Director will attend the New England Library Leadership Symposium, August 23-25
- Author Judith Avila presents *Code Talker: WWII Navajo Marine Chester Nez*, August 23 at 6:00 pm – The grandson of Chester Nez will be in attendance.
- Family program "Mike the Bubble Man," August 25 at 6:30 pm
- Auditors review FY 2016, week of September 19

OTHER BUSINESS / FUTURE AGENDA ITEMS

- Three-year review of policies due December
- Library records retention (financial, personnel, minutes)
 - Need to standardize – what we need to keep, should keep
 - Need to see what the law mandates

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)

- RSA 91-A:3, II(c) Matters *which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board*

NEXT MEETINGS

- Tuesday, September 20 at 5:00 pm
- Wednesday, October 19* at 5:00 pm [*note change]

- Tuesday, November 15 at 5:00 pm
- Tuesday, December 20 at 5:00 pm

ADJOURN 6:19

Respectfully submitted,

Laura Halkenhauser