

**Tracy Memorial Library  
Board Meeting Minutes  
September 16, 2010**

**Present:** Bob Bowers, Lisa Ensign Wood, Bruce Parsons, Dave Harris, Charlene Baxter, Shelby Blunt, Ki Clough, and Sandra Licks

Meeting called to order at 3:30 PM.

**Meeting Minutes.** A motion was made to approve and accept the Board Meeting Minutes of August 26, 2010 and September 3, 2010. The motion was seconded and approved.

**Acceptance of Cash Donations.** A motion was made to accept the August cash donations to the Library of \$630.00. The motion was seconded and approved.

**Holiday Hours.** Sandra requested that the Board approve the following holiday hours for the Library: The library will be closed Friday, 12/24. The library will close at 1:00 PM on Friday, 12/31. The request was approved.

**Old Business.**

**Radiant Heating System for Tomie de Paola Room.** We have contracted with Bruss Construction for a new radiant floor heating system in the children's area. The cost of the new system is \$29,815. Per approval at the September 3, 2010 meeting, Shelby is to withdraw \$30,000 from the Richards CD to cover this cost. Bruce and Dave are working with Bruss to determine the scheduled installation. It will take approximately two weeks to complete and will be done in October.

**Furnace/Heating System.** Haas is coming in to restart the furnace. They will perform an evaluation of the furnace at that time. They are preparing a proposal for taking over the annual maintenance of the Library's heating system.

**Front Entrance.** Bruce met with architect, Frank Anzalone to discuss ideas for a new front entryway and parking area to add another bathroom to the library and to have our parking area and front entry be in compliance with ADA laws. Frank is preparing a proposal of ideas for a new entrance.

**CIP and Bond.** Bob brought us up to date with the budget committee's intent for us to ask for a bond at town meeting to address our building issues instead of asking for such increased amounts in our CIP. The Strategic Planning subcommittee of the Library Board will continue to meet and discuss the possible

options. They will report back to the Board of their progress at the next Board meeting.

**Bronze Pheasant.** Page Crook Wolters sent a letter to the Board of Trustees asking for the return of the bronze pheasant sculpture that was donated by her family two generations ago. The Board discussed our policy of acceptance of donations to the library. It was decided that once an item is donated to the library, it becomes part of our collection. As part of our collection, we are unable to return it. The Personnel and Policies Committee will work with Sandra in preparing a letter to Ms. Wolters stating our decision.

### **New Business.**

**Draft 2011 Budget.** The draft 2011 library operating budget (plus 6 months of 2012) was presented to the Board by Shelby. It will now be sent to Jessie Levine.

### **Upcoming Events.**

Kathy and Sandra are attending the Children's Literacy Conference on 9/17.

The Food for Fines program will be 9/18 – 10/2.

The Budget Committee Tour of the Library is 9/28 at 8:30 AM.

Thursday's Child at the NL Inn will benefit the Library and Community Garden on October 7<sup>th</sup>.

Sandra will be taking a week vacation in October, subject to the timing of the radiant heat installation.

**Mini Retreat.** The Library Board has set the date for our Mini-Retreat. It will take place at the Library on Tuesday, November 2<sup>nd</sup> from 12 – 3. An agenda will be forthcoming.

**Next Board Meeting.** The next board meeting is scheduled for October 21<sup>st</sup> at 3:30 PM.

Meeting Adjourned at 5:00 PM.

Respectfully submitted,

Lisa Ensign Wood  
Secretary