

**Tracy Memorial Library
Board of Trustees Meeting Minutes
19 September 2018**

Present: Sandra Licks (Library Director), John Garvey (2020 Chair), Annie Beck (2019), Wendy Dumais (2021), Eula Kozma (2021), Frank Anzalone (2020), Nancy Mahar (2019), Jennifer Vitiello (Recording Secretary)

Absent: Gordon Terwilliger (2021)

The meeting was called to order at 5:00 pm.

Public Hearing was opened by Chair Garvey and will remain open for 30 minutes for public comment. Pursuant to NH RSA 202-A:4-c. The Board of Trustees of Tracy Memorial Library will hold a Public Hearing for the purpose of accepting a restricted gift from the Constance Jones Charitable Remainder Trust in the amount of \$95,682, with the interest income to be used for "hearing impaired purposes."

Meeting Minutes

MOTION TO ACCEPT the minutes of the August 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 \$297 for month of August was made by Frank Anzalone and SECONDED by Nancy Mahar. THE MOTION WAS APPROVED UNANIMOUSLY.

COMMITTEE MEETINGS & REPORTS

Library Director's Report

Sandra informed the board that Jennifer Wilson who worked with us as a youth services assistant from 2011 to 2014 died recently. She was 58. A memorial service celebrating the life of Jennifer will be held on Saturday, October 6, 2018 at 2PM in the South Newbury Union Church.

The library has received some gifts in memory of Kay Bingham who was a long-time volunteer (mender) who died recently. She had retired a few years ago and remained a patron of the library.

The library's entry for the annual town sponsored Pumpkin People contest will be Mo Willems' *Pigeon* character. As in the past, staff member Bill Bastille will construct this. Watch for *Pigeon* conducting story time on our front lawn next month.

Fall Youth Programs:

- Story Time, Tuesdays and Wednesdays, 10AM, for all ages
- LEGO Club, Tuesdays after school, ages 5 and up
- Movie Time, last Thursday of the month after school, ages 10+
- Game Day, first Friday of the month after school, ages 10+

The Friends fundraising is ahead of projections, they have already collected \$17,000 from 192 donors, 16 of whom are new. The late summer edition of *Tracings* was recently distributed. The

group is also planning a fall event with David Cleveland that will continue with more town information/history.

Camera Update: Sandra stated she obtained another price quote from a local contractor, which was \$700 lower. In addition this camera will have a wider field of view and be 5 megapixels higher. The equipment has been ordered.

Assistant Director Jo-Ann Roy partnered with the state library to host a meeting with the **Overdrive** representatives. Librarians from all over the state attended and what was especially noteworthy is that Penguin Random House has changed its terms. Beginning October 1, titles will be leased for a period of two years at prices up to \$55 per copy and then the titles will disappear. This new arrangement is not advantageous for libraries.

Wireless update from Assistant Director Jo-Ann Roy:

Summer brings an increase in wireless usage as visitors come in to use our network. This year the extra usage brought some problems with patrons either not being able to access the wireless at all or getting dropped connections.

Our tech consultant indicated many people connected to the network could be causing the problem and felt the slow-down might be due to our open network. Some devices (iphones, etc.) automatically connect to a wireless network as the device comes within the vicinity of an open wireless signal. We had kept our network open because we want people to be able to use our wireless even when we aren't open. However, besides causing a slow-down, open networks are not secure, and do not promote privacy.

To remedy the problem we made the library network password protected, so automatic connections would not occur (unless the device had previously connected to the network). Using an example Jo-Ann heard about from another library, we named the network "Password is tracylibrary" hoping people using the network after hours could figure out to use "tracylibrary" for the password.

Unfortunately, this did not fix the problem. The tech consultant determined that our router did not allow us to set a time for IP renewal, so once assigned, devices kept the assigned IP for many days. He recommended we get a new router that would allow us to set the time for IP renewal at a lower interval (hours instead of days).

Installation of a new router to better manage IPs, a new access points to replace a very old device in the stack room, and an extender in the New Hampshire Room appears to have fixed the problem.

Facilities Committee

Frank Anzalone, Annie Beck and Sandra Licks did a walk around the building and determined areas of concern include cracks in paving as eventually water will get in and freeze. Frank thought sealing the cracks would prolong the life of the paving. Sandra reviewed a list of items to be finished by the contractor and he has made some progress. He also acknowledged the wall needs to be redone which will take three days and the weather needs to be compliant so that the material

will “cure” properly. Frank Anzalone stated it should be coated in the spring if not finished this year.

It was decided to wait on the mural until the wall is finished. It would be preferable to have a smooth finish so children’s artwork would display better. The contractor is aware that they will not get future projects until this wall is done. It was also agreed that Facilities Committee would have the authority to make decisions concerning the wall. During the walk around the committee noted future projects that should be included in the capital reserve fund. It was agreed that painting, sealing the blacktop and replacing carpeting should be given priority. The board discussed several options including carpet tiles. Sandra will get an estimate next week from North Country Flooring.

HVAC:

One A/C unit has been replaced downstairs in the children’s non-fiction area, and there is still trouble-shooting going on for the unit in the reading room. Winter maintenance will also be done on heating units.

Tree Planting:

The Garden just planted (this Monday) a third dwarf maple to replace the two that have been stolen. This tree was planted to honor a Garden member who retired.

Personnel & Policy Committee

Gordon Terwilliger not present but there are no current issues in this area. Sandra stated she had met with him a few weeks ago.

OLD BUSINESS

Financial Report:

Sandra provided board members with the financial statement drafted by Patsy Stevenson and reviewed by Sandra Licks and Nancy Mahar. This report closes out 2018 and is what will be published in the Town Report. There were no comments.

LED Lighting:

Sandra stated that a third quote had been received from Peter Salvitti and it is one-half the price of Revision Energy. The gross cost will be \$32,560 minus a \$7,830 rebate for a net cost of \$24,730. The annual electrical savings will be \$4525 so it would take approximately 4 to 5 years to recoup the expenditure. Sandra will confirm that light fixtures will be replaced; not just a change of light bulbs. Sandra showed the board the spreadsheet for every fixture in the building.

Lights in the “stacks” will cost \$6-7,000 to replace. Sandra would like to see this included in the next capital reserve project along with replacement of floor. Sandra to meet again with Jamie Hess of the Energy Committee and the lighting company to better define the project. The Energy Committee favors this project with the hope that it will be replicated in other Town buildings.

Public Hearing

Sandra noted that any DVD with closed captions would qualify under the terms of this gift. The library spends \$15,000 a year on DVDs. Since the principal money of the gift is not accessible, the interest on the money might cover the purchase of many DVDs.

MOTION TO ACCEPT a restricted gift from Constance Jones Charitable Remainder Trust in the amount of \$95,682 with the income to be used for “hearing impaired purposes” was made by Annie Beck and SECONDED by Frank Anzalone.

There was no further discussion and no comments from the public.

MOTION TO END THE DISCUSSION was made by Frank Anzalone. ALL WERE IN FAVOR OF ENDING DISCUSSION.

MOTION TO ACCEPT the restricted gift of \$95,682 was made by John Garvey. ALL WERE IN FAVOR OF ACCEPTING THE GIFT.

NEW BUSINESS

FY 2020 budget request was presented to and reviewed by the board. Sandra noted that most expenses have remained flat except for salaries. The salaries include a COLA (cost of living adjustment) increase of 1.5-2% and merit based increases of 2-2.5% to equal total increase of 4%. Sandra stated she would like to have wage increases in line with the other departments in town. Sandra noted the Selectmen want to make wages competitive so that retention of the workforce is a priority. Benefits have remained flat because the insurance information/cost is not available yet. There are also many variables in the budget such as the price of gas and liability insurance. There is a contract with a cleaning contractor that has increased without notice. This is paid by the town but attributed to the library.

As an orientation for board members, Sandra stated we are currently in FY 2019 so we only have actuals through August. We have just closed out FY 2018. For FY 2020 there is total increase in appropriations of 2.3%. This will be submitted to the Board of Selectmen & Budget Committee tomorrow. She will include a cover memo.

MOTION TO APPROVE the FY 2020 draft budget (and pending adjustment to the benefits line item by the library director) as presented made by Annie Beck and SECONDED by Eula Kozma. THE MOTION WAS APPROVED UNANIMOUSLY.

FY 2020 capital reserve fund request is \$35,000, which is the same as the previous 4 years. We are asking to expend \$50,000 for the “Stack Room Project”. This can include as many as three items: the lights, the flooring and the roof. We have pricing for the lighting and will have pricing for the flooring shortly, but don’t have pricing on the roof. Currently the flat roof of 1990 is not leaking but there have been problems in the past.

Tomie dePaola Update

Our children’s room was named in honor of the town resident and Caldecott Medal author/artist. Tomie made many visits to the library to read to children over the years but in the late 1990’s his involvement lessened due to travel and other professional commitments. He would like to get involved again, and recently Missy Carroll, Ben Cote and Kristine Hussey were invited to his studio and discussed the possibility of having a big party at the end of the summer 2019 reading program. John Garvey suggested a press worthy story that explains the new relationship with Tomie as he is known world wide. There is currently a showing of Tomie’s work at the Currier Museum and Amherst College has a dedicated Tomie corner. A Colby-Sawyer intern is digitizing the books in our archive collection.

No Library Card, No Check Out

In reference to a non-resident complaint that Sandra shared with the board, Annie Beck would like to see more flexibility in the library card policy. As it stands now, if a patron cannot produce their library card at time of check-out, no books will be loaned, and this policy has been in place since 2010. The phone app has been helpful to those patrons carrying a smart phone.

Sandra explained that there are 65,000 patron visits annually and 12 staff members with varying acquaintances who should not be expected to recognize all the patrons by name. The library cards prevent data entry errors and safeguard patron accounts from unauthorized use. Cards are faster so there is more time to provide personal service. Cards allow sharing for visiting family members. The staff is in favor of keeping this policy.

John asked for an experimental work-around for patrons who forget their card but have their photo identification. There would be a form to fill out that would allow the check out and keep track of the occurrences when patrons do not have their cards but do have their ID. Sandra to draft form for a 6-month trial period.

An event at the library on October 22, 2018 has received approval from the Board of Trustees to serve alcohol.

An event at the library on November 5, 2018 has received approval from the Board of Trustees to serve alcohol.

UPCOMING SPECIAL EVENTS/MEETINGS

Annie Beck will attend the joint Selectmen/Budget Committee review of capital reserves on October 1.

NEXT MEETING will be the third Wednesday at 5PM on October 17, 2018

The November 21st meeting has been changed to November 14th and the December 19, 2018 meeting remains the same.

MOTION TO ADJOURN the meeting was made by Annie Beck and SECONDED by Nancy Mahar. The meeting adjourned at 6:15PM.

Respectfully submitted,

Jennifer Vitiello
Recording Secretary