

**TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES  
MEETING MINUTES**

**Tuesday, September 20, 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**

**MEETING MINUTES:**

- A motion to approve minutes of August 22, 2016, was made, seconded and unanimously approved.

**ACCEPTANCE OF CASH DONATIONS:**

- A motion to accept \$670 donated in August was made, seconded and unanimously approved.

**COMMITTEE MEETINGS & REPORTS**

**Library Director's Report**

- Report on Leadership Symposium - notes
  - How to build on identified strengths – and work on new skills.
  - Only 3 NH librarians; now join to create a book group
- Youth Summer Reading 2016
  - 192 signed up – all time high
  - 80 finished the program
- Arborist reported that the trees all look good.
- Sr. Library of Institute of museums and library services asked to tour TML.
- New furniture in the Stack Room – from The Friends
  - Chairs arrived with cherry finish, but the table with wrong finish
- March 27-29, 2017 Koha will do the training dates; The system will go live April 24, 2017.
  - The library will need to closed during that time
  - Hoping to do AV room renovation at the same time
  - Will get support via webinars etc. and there will be a test domain (sandbox) for continued practice between the training and go-live dates.
- Friends will sponsor a team building event off site
  - Looking for a new Friend's board member.

**Treasurer's Report:**

- Financial Statement Fiscal Year 2016
  - Cash on hand is \$5,081.76
  - Everything was spent well, on improvements
  - The Treasurer and Bookkeeper cross-checked that their information balanced.
  - Budget Fiscal Year 2018 is in the works, to be presented next month.
  - A motion to approve the Financial Statements for Fiscal Year 2016, was made, seconded and unanimously approved.

#### **Facilities Committee**

- Tomie dePaola Room - Flooring. Contractor still needs to provide date for repair.
- Air Conditioner - works well, but there is some condensation in the NH Room.
- Parking reevaluated – Mr. Anzalone reported on the ongoing issues that have been discussed with the previous BOT as well.
  - Mr. Anzalone reviewed the parking area and remarked that TML is lucky to have parking we have now in spite of the following:
    - The backing out space is precarious. There is no reaction time and visibility leads some to hit the railing that is now damaged.
    - Parking across the street. It would be up to the Town to possibly expand the municipal lot.
    - Mr. Lee said there could be only minor changes made in late spring of 2017
      - There is left over granite curbing to use along the lot edge.
        - The island will be trimmed
        - The sharp right hand corner of the exit will be pushed back so the plow will not be able to hit it
      - The Railing will be remedied this year, and the retaining wall raised so that the railing won't be damaged.
- Revised Foundation Drainage Committee – the committee will meet with the general contractor and Mr. Lee to discuss remedying the damage done to the foundation in 1990.
  - May use recycled glass – from the town wherever needed in place of crushed stones.
  - There will be a proposed rain garden for run off.
  - Awaiting the new cost and scope of the work.
- **Personnel & Policy Committee:**
  - The review was disseminated for suggestions
  - Motion to approve the changes made through page 16 of the proposal was made, seconded and passed.

#### **OLD BUSINESS**

- Policy Revisions – nearly completed.
- New Youth Services Assistant
  - Kristine Hussey 18 hrs per week
    - 20 years in town, long time customer

#### **NEW BUSINESS**

- Wage study kickoff meeting, September 16

- Ms. Licks, Mr. Garvey, Mr. Terwilliger and Mr. Anzalone met with the consultant, along with Ms. Roy and Ms. Keating.
- Consultant will pinpoint competitive 24 libraries – hoping for 80% return
  - Cooperative libraries will be incentivised with a complimentary copy of the report.
  - Libraries will be comparable; not necessarily the communities
  - Staff will complete a survey defining their job as well.
- Ms. Keating proposed to look at the school media specialists.
- Revised Foundation Drainage – see above
- Request from Garden to serve alcohol at luncheon, September 26.
  - Have insurance, very limited to the Garden group
  - A motion to allow the Garden committee to serve alcohol at the September 26 was made, seconded and unanimously approved.

#### **UPCOMING SPECIAL EVENTS / MEETINGS**

- Auditors review FY 2016 this week - Ms. Licks will submit pertinent documents
- Volunteer party Wednesday, Sept 28, 5:30 – live music and give aways

#### **OTHER BUSINESS / FUTURE AGENDA ITEMS**

- Draft FY 2018 operating and capital reserve budgets: October
- Three year Policy Review Work – on schedule
- Library records retention (financial, personnel, minutes);TBD

#### **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**

- Wednesday, October 19 at 5:00 pm \*Please note this is a change\*
- Tuesday, November 15 at 5:00 pm
- Tuesday, December 20 at 5:00 pm
- Tuesday, January 17 at 5:00 pm
- Tuesday, February 21 at 5:00 pm

#### **ADJOURN 6:03**

Respectfully submitted,

Laura Halkenhauser