

Tracy Memorial Library Board Meeting Minutes

January 15, 2015

Present: John Garvey (via phone), Bruce Parsons, Frank Anzalone, Dave Harris, Fiona Mills, and Sandra Licks.

Meeting Minutes. A motion was made to hold off on approving minutes until next meeting since we did not have a quorum who attended December's meeting at today's meeting.

Acceptance of Cash Donations. A motion was made to accept \$1250 in December (\$500.00 annual gift designated to Children's section). The motion was seconded and approved.

Committee Reports

Librarian's Report

Sandra reported that TML has always been a distribution place for IRS forms. However, this year, the IRS will only send copies of 1040, 1040A, 1040 EZ forms due to their current budget crisis. Sandra predicts that some TML customers are going to be upset. People now have to go online and print their own forms at a cost. Sandra noted that a lot of TML customers rely on us to provide those forms for them. Bruce queried whether or not we should consider running an ad in the Shopper, but Sandra countered that doing so would be costly. She noted that she will put up signage around the library informing customers as to why this is happening as well as providing contact info for representatives.

Sandra reported that last week TML hosted a MakerSpace workshop that sixteen librarians attended. MakerSpace centers on sharing resources and public spaces for adults to make crafts and she noted that librarians are getting involved in this. TML had some gadgets on hand for the event and Kathy and Jo-Ann attended the workshop. TML is exploring how to get more involved in this trend depending on available space and resources to train folks.

Sandra reported that her town report narrative is due February 23. Sandra noted that last year's report was quite extensive and queried whether or not we need to go to that length again this year. The consensus was that doing so seemed unnecessary. Sandra will circulate her draft ahead of time to the board.

Sandra reported that she is now considering which magazines to renew based on her review of their usage statistics. Some of the lowest circulating magazines include *Rolling Stone*, *Foreign Affairs*, *Kiplingers*, *Popular Mechanics*, *Family Handy Man*, *Popular Woodworking*. Sandra is leaning towards canceling both *Rolling Stone* and *Foreign Affairs* (\$40.00 per year). Frank suggested canceling *Family Handy Man* and keeping *Popular Woodworking*. Additionally, Sandra is considering adding a yoga or mindfulness magazine. She noted that someone has been donating *Outside* magazine to TML.

Sandra reported that winter carnival is next week. The Friends are co-sponsoring a magic show next Friday at Whipple Hall as part of the town-wide celebration. The tickets are free and there are 150 available.

Sandra reported that TML will soon begin offering "Indie Flicks," an online video resource featuring independent films, through the TML website and it will be funded by the Friends. It should be available in the next few months.

Lastly, Sandra reported that TML co-sponsored Donald Hall's reading with Morgan Hill bookstore in December with over sixty people in attendance.

Facilities Committee

Bruce reported on the burst pipe in the basement at the bottom of the stairs this past Monday, January 12. Bruce wondered whether that was the source of the recent bad smell over the past few months. Bruce noted that there is no insulation in that wall. Sandra shared that the insurance person noted that it might be possible to claim that it was the cold weather that caused the break. Bruce and Frank will get photos to her to submit to the insurance company. Bruce suggested that Sandra request an itemized bill from the plumber and John countered that we should be sure to submit the entire bill for negotiations later. Sandra noted that very few books got damaged; although we lost some seating and

stuffed animals, we did not lose the computer as she originally feared. Bruce noted that the floor did not seem to sustain any water damage.

Frank reported that there has been no response from Foremost regarding the faulty insulation that they installed in 2007 in the upstairs hallway. Bruce reported that the bid to fix that insulation problem is \$16,000.00. Frank recommended that we have the town attorney draft a letter to Foremost and be sure to include all of the documentation since the insulation was originally installed. Sandra noted that Foremost never did the fireproofing that was included in the project specs. Sandra will have Kim set up an appointment with town attorney that Bruce, Frank and Dave will attend.

Frank reported that we need to spray insulation foam into the rim joist spaces in between both the main floor and the second floor and between the main floor and ground floor for approximately \$1700.00. Bruce noted that we need to figure out when to do this work. Sandra noted that it is relatively low cost and we can pay for it out of our regular repair budget. Frank will confirm the price with Pete. A motion was made, seconded and approved for the cost of \$1700.00 to insulate the flooring on both main and second floors.

Frank reported on the plans to renovate the staff bathroom on the ground floor in the Children's section for approximately \$9,500.00 that will involve removing the sump pump and adding in a new toilet and sink. Frank queried whether or not this bath project was included in the CIP and Sandra noted that this plan was included in the CIP according to her files. Frank queried as to whether or not we have the funds for this renovation and suggested that we continue to work on the plans before putting forth a motion to fund this project.

Dave wondered whether or not to begin work on dry well in the back without hearing back from Richard Lee. Dave noted that we should begin the tracking of the drains in the garden via underground camera as the cost is only \$500.00 and aim to have the work completed in March or April.

Personnel and Policies Committee

Motion was made and accepted to enter non-public session.

OLD BUSINESS

Indoor Air Quality

Sandra reported that Madeline Flagg from Purely Green Environmental found normal and/or low levels of mold and VOCs after conducting air quality tests on the main and second floors in December. Madeline recommended the placement of a few individual air purifiers in Sandra's office as well as near the circulation desk, and Bruce recommended placing one in the work area as well. They are relatively noiseless and cost \$350.00 per unit. Sandra also noted that Madeline also recommended cleaning the radiators. Bruce recommended cleaning the radiators now rather than later in the spring. Sandra will ask Madeline for a recommendation for a firm to clean the radiators. Sandra noted that Air Design has switched out the air filters and are coming back to do the fungicide. Frank will ask around to find a company that can clean the air ducts.

Fees for FY 2016

Sandra shared the current fee schedule for printing, copying, and overdue fines as well as non-resident fees. She recommended leaving all the fees as they are with the exception of raising the non-resident fee by \$5.00 for the upcoming year. A motion was made, seconded and approved to raise the non-resident fee to \$65.00 as of next fiscal year (July 1).

FY 2016 draft budget, including salaries/wages

Sandra reported that she feels we are in a good position regarding the overall budget and that the town was satisfied that our budget request had only minimally increased; however, she noted that one selectmen shared concerns about raising TML staff salaries by 3%. The budget committee meeting featuring the TML budget will be February 18. Sandra drew our attention to a handout in our files regarding 2010-2014 wages and benefits for non-profit workers, noting that TML is significantly behind other non-profits' pay increases .

NEW BUSINESS

New bathroom on main floor

Bruce noted that we are considering adding a new bathroom on the main floor of the library to be a fully handicap design and to possibly go where the copier currently lives moving the copier. Bruce has created a design for this and will sent to Frank who will identify what needs to be considered in order to meet the handicap accessibility standards and pass it along to Pete for an estimate.

Meeting House Furniture Restoration Project

Sandra reported on the plans and estimate to restore the original furniture that Mrs. Tracy donated to the library. The estimate is approximately \$27,000 for 15 pieces. Sandra noted that Charmian Byers-Jones last year bequested \$25,000 to the Friends that could be put towards this project along with some of the Ensor fund and we could pare down the list of items to be restored. She suggested that perhaps we could undertake the project in stages and prioritize which items to restore. Sandra will present this project to the Friends and get their feedback. Dave will also try to get a second quote for this project. Sandra will set up a time for us to do a walk through and assess which items to restore.

UPCOMING SPECIAL EVENTS / MEETINGS

- ☐ Budget Subcommittee on capital reserve funds (cont'd), January 14, 6:00

Sandra reported that she heard from Kim that budget sub-committee recommended that TML receive the full \$35,000 that we requested.

- ☐ Abbott Library project presentation, January 27, 10:00
- ☐ Budget Committee discusses TML budget, February 18, 7:00
- ☐ Library Director's vacation, week of March 23

OTHER BUSINESS/FUTURE AGENDA ITEMS

- ☐ Friends and Community Garden updates

Sandra reported on the Friends recent newsletter. Bruce noted that the Friends received over \$20,000 from their mailing campaign. Bruce reported that Lisa Ensign Wood was recently honored with a "volunteer of the year" award sponsored by the Lake Sunapee community. At their next meeting, the Friends will be planning the upcoming children's authors night.

Sandra shared photos of chairs restored by members of the Community Garden and noted that there is an ongoing discussion about where to place these chairs. The Community Garden would like to place the chairs on either side of the fireplace in the upstairs conference room, but wish to initially display them in June by the circulation desk prior to their annual garden day event in June.

- ☐ Town elections (filing period, late March)

Sandra reminded us that we need to begin thinking about filling the upcoming vacant library board positions.

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)

- ☐ Billing negotiation for public computing project
- ☐ Staffing issue

NEXT MEETING

- ☐ Thursdays at 3:30: February 19, March 19, April 16

ADJOURN

Meeting adjourned at 5:09 PM.

Respectfully submitted,

Fiona Mills
Secretary