

**Tracy Memorial Library  
Board Meeting Minutes  
January 16, 2014**

**Present:** Charlene Baxter, Shelby Blunt, Bruce Parsons, Kristina Regan, Fiona Mills, Dave Harris and Sandra Licks.

Meeting called to order at 3:35 PM.

**Meeting Minutes.** A motion was made to accept the Board Meeting Minutes of December 19, 2013. The motion was seconded and approved.

**Acceptance of Cash Donations.** A motion was made to accept \$1,090 in donations in December. The motion was seconded and approved.

**Committee Reports**

**Librarian's Report**

Sandra directed our attention to the draft of the TML annual report that she recently circulated.

Sandra reported that she sent out a mailing to the over forty persons who had participated in Great Decisions in the past and explained that the course would be going on hiatus this year and that TML is looking for a suitable person to replace Frank Duffy and run the program next year.

Sandra reported that a staff member has been out for two weeks so far and may be out for another three weeks as the staff member cares for her elderly parents. Sandra has been struggling to cover the staff member's hours as this staff member covers many important aspects of the circulation desk. Charlene inquired as to how sick hours are allotted and utilized. Sandra explained that permanent part-time staff accrue a certain amount of leave time. Part-time staff who work less than 21 hours per week do not get leave time. Sandra also noted that another staff member has recently been injured and will not be able to work at the circulation desk for approximately a month although she will be able to do some processing work.

Sandra also noted that the children's assistant is building up to her full hours, but not yet ready to commit to working on Saturdays.

Sandra reported that there is a new volunteer who will begin volunteering on Friday, January 17. She will begin by annotating a list of new movies - something that TML patrons have been inquiring about for some time. Sandra noted that there will be both a hard copy available at the circulation desk as well as on our TML website.

Sandra noted that there has been a small amount of water in our elevator shaft that set off the water sensor alarm. The sump pump company will be here today at 5 p.m. to assess.

Charlene noted that she went to Colby-Sawyer library to ask for a library card and reported that CSC noted that New London residents are entitled to a free card for CSC library.

**Treasurer's Report**

Shelby reported that there has not been a lot of spending in this quarter so far and directed our attention to her handout. Kristina inquired about what the "special projects" line item referred to and Shelby and Sandra explained that that item refers to donations that are earmarked for specific projects by donors.

Shelby questioned the line item about revenue from copier and printer and noted that the revenue has been waning. Sandra noted that these fees are handed in on an honor system.

Kristina noted that Phyllis on the town budget committee has recently given a \$500.00 gift to TML. Sandra and Dave noted that there are upcoming expenses to which we can apply the money.

## **Facilities Committee**

Bruce noted that Doug Waitt was here and met with three different contracting companies and that in the next few weeks we will receive pricing and will have to make a decision.

Dave noted that there are a few small items that we may need to fix soon that will be relatively inexpensive.

Bruce raised the discussion about db Landscaping noting that Patty at db Landscaping has not responded to his many emails. The question as to whether or not we pursue this problem any further was put forth. Bruce noted that there has been a few minor adjustments to the TML presence on their website. Charlene said that she would speak to Patty face to face and inquire whether or not db Landscaping will adjust their website according to our demands. Dave expressed his opinion that we should not pursue this matter any further and Charlene said she was inclined to agree. There seemed to be agreement that we no longer pursue this matter any further.

## **Personnel & Policies Committee**

Kristina inquired about TML's early closing policy during inclement weather. Sandra explained that she needs approval from at least one board member to close early. Sandra noted that she has not received many complaints about such closings.

## **Old Business**

### **Problem patron**

Charlene sadly noted that the problem patron has recently died.

### **"Making the Case" for FY 2015 budget**

Charlene inquired as to what resources Sandra still needs from us, the board members. Sandra noted that she no longer feels that we need to make a big deal out of our budget for the upcoming meeting with the town. She doesn't feel that we need to mount such a big campaign as we felt we did at our December meeting. Charlene thought that it might be a good idea to hand the budget committee a 1-2 page handout with an overview of our budget. Consensus was to have it with us at our February 26 meeting in case we need it, but not hand it out ahead of time. Sandra predicts that we will be asked about maintaining the building and the budget committee also wants to hear about resident fees/utilization as well as the CIP. Sandra noted that she put together her annual report with an eye to what is most relevant for the town budget committee and intends to create a compelling case for library support using the data we have available.

Bruce noted that he needs to provide Sandra with figures about how much it costs to maintain the TML building. Bruce will provide the back up data reinforcing what is being spent on maintenance for the building. He will compile this into a paragraph that Sandra can include with her annual report.

Sandra walked us through the draft of the annual report and solicited feedback/suggestions.

## **New Business**

### **Review fees for FY 2015 (copier/printer, nonresident, fines)**

Charlene directed our attention to reviewing our fee structure based on Sandra's handout. Consensus was that fees for copier/printer/fines seem acceptable. There was some discussion around the cur-

rent non-resident fee of \$60.00. Charlene inquired about the reaction of non-residents to the fee. Sandra noted that the smaller libraries in our area have lower non-resident fees but they are not competitors for TML residents. Hanover's non-resident fee is \$135.00 and Portsmouth's is \$80.00. There was some discussion about the feasibility of raising the TML non-resident fee. There was consensus that the current non-resident fee is appropriate and that we will continue to review it on an annual basis.

### **Salary & wage discussion**

Sandra reported that it is up to the TML board to approve changes to salary and wages of TML staff and directed our attention to her handouts on staff wages and projected increases based on various percentages. Bruce wondered whether or not there will be any changes in benefit expenses for TML full-time staff. Sandra noted that that is a possibility. Charlene noted that we do not have to make a final decision on this until our next meeting on February 20. Bruce inquired about Sandra's assessment of the current staff's workload over the past fiscal year. Sandra noted that full-timers handle a much more stressful workload and noted that some part-timers have more stressful workloads than others. Bruce also inquired as to whether or not online/technology has impacted TML staff, and Sandra responded that this has impacted some staff members more than others. Charlene raised the distinction between salary increases across the board versus merit pay. Sandra responded that she will forward any information from the Selectman's meeting on February 12.

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

- Librarian on vacation week of January 20
- Winter Carnival, January 27—February 1 -  
The TML Friends are sponsoring a magic show during Winter Carnival. Free tickets are available at the front desk. Sandra reported that TML staff may create a snowman for the event.
- Selectmen submit budget to Budget Committee, February 12.
- TML presentation to Budget Committee, February 26

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

- Retreat follow-up - Sandra noted that she will put together a draft of the materials.
- Town elections (filing period in late March) - Charlene asked us to consider possible persons to fill both Charlene and Shelby's positions. We brainstormed a list of some possible names.

**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)**

### **NEXT MEETINGS**

- Thursdays at 3:30: February 20, March 20, April 17

Meeting adjourned at 5:07 PM.

Respectfully submitted,

Fiona Mills  
Secretary