

**Tracy Memorial Library
Board Meeting Minutes
January 17, 2013**

Present: Bob Bowers, Charlene Baxter, Shelby Blunt, Dave Harris, Lisa Ensign Wood, and Sandra Licks

Absent: Bruce Parsons and Casey Biuso

Meeting called to order at 3:30 PM.

Meeting Minutes. A motion was made to accept the Board Meeting Minutes of November 15, 2012. The motion was seconded and approved.

Cash Donations. A motion was made to accept cash donations to the Library of \$475.00 for November 2012 and \$2,575.00 for December 2012. The motion was seconded and approved.

Committee Reports.

Librarian's Report. Sandra reported on the successful installation of the new computer server for the Library. The Library was closed for two days during the installation. In addition, the patron computers had software upgrades for the programs "time limit manager" and "clean slate."

The Great Decisions Group is starting again for the Spring led by Frank Duffy. Sandra is working on her narrative for the Town Report. She will send it out to the Board for review before submitting it to the Town.

Sandra informed the board that she was considering creating courtesy patron email notices. The notices would remind patrons that their borrowed materials were due in a few days, reminding them to return or renew. The board felt that there needs to be a certain amount of personal responsibility from patrons with returning their borrowed materials on time or paying a fine. The board felt also that it would require too much staff time to monitor. At this time, we will continue our current policy.

Treasurer's Report. Shelby presented the Treasurer's Report. We are at the half point of our fiscal year. We are at 51.47% in receipts and 50.72% in expenses, and are in good financial shape.

Building Report. Dave reported that we are still having water and icing issues on the Main Street walkways. The areas that Glenn Bonewald worked on have improved, but we will

have to raise the walkways at some future point to fully correct the problem. Dave is going to speak with the Community Garden about the urns on the Main Street side of the building. They are not being kept up well. We would like to allow them the opportunity to improve the upkeep through this next summer, and then we will evaluate whether to keep them. Dave reported that the boiler and the generator are both working fine.

Planning Report. The planning committee will be meeting soon to work on the Library Capital Improvement Plan to submit during the budget process.

Personnel and Policies Report. Charlene reported that she and Casey will be meeting with Sandra next week to finalize the policies that were brought to the Board's attention at the November meeting. They will also soon be starting Sandra's annual performance review. Charlene asked each Board Member to complete the feedback form she provided prior to Sandra's review. It is time for the annual review of Library Fees such as fines, non-resident fees and copier/printer fees. The personnel and policies committee will discuss this and make recommendations at the February Board Meeting.

Old Business.

Bruss Construction. Bob reported that we are closer to an agreement with Bruss Construction on remaining action items and bills/credits. Bruss has agreed to credit the Library \$4,000.00 for the ventilation system that had to be reworked in the Children's Area. The planning committee sent a registered letter to Bruss Construction on January 14, 2013 outlining a formal offer of settlement on all issues. A motion was made to ratify the offer of settlement to Bruss Construction by letter dated January 14, 2013. The motion was seconded and approved. We await a response from Bruss Construction.

2014 Budget. Sandra presented the revised proposed 2014 budget to the Board. The proposed budget was revised to include the 2% increase for salaries that the Selectmen approved. This creates an \$18,000 increase in our proposed budget, representing \$5,000 for the 2% increase and \$13,000 for the extra pay period that occurs during the 2014 fiscal year.

Bob and Sandra met with the Selectmen to present our 2014 proposed budget. They reported to the Board on the feedback from the Selectmen. The Selectmen will be presenting the proposed town budget to the budget committee on Wednesday, January 23rd.

New Business.

Town Personnel Policy. Sandra advised the Board of changes to the Town Personnel Policy, which include fewer vacation and sick days for new hires as well as shared cost for health insurance premiums for new hires.

Upcoming Meetings.

January 22, 8:30 AM Selectmen Meeting

January 23, 7:00 PM Selectmen & Budget Committee Meeting

Next Meeting. The next Library Board Meeting will be Thursday, February 21st at 3:30 PM.

Meeting adjourned at 4:50 PM.

Respectfully submitted,

Lisa Ensign Wood
Secretary