

**Tracy Memorial Library
Board Meeting Minutes
January 27, 2011**

Present: Bob Bowers, Shelby Blunt, Bruce Parsons, Charlene Baxter, Ki Clough, Lisa Ensign Wood, and Sandra Licks

Absent: Dave Harris

Meeting called to order at 3:45 PM.

Meeting Minutes: A motion was made to approve the Board Meeting Minutes of 12/16/10. The motion was seconded and approved.

Cash Donations: A motion was made to accept cash donations to the Library for December 2010 in the amount of \$700.00. The motion was seconded and approved.

Librarian's Report: Sandra distributed copies of the Library narrative to be included in this year's Town Report. The board commended Sandra for her excellent narrative.

Treasurer's Report: Shelby distributed the year end numbers as well as the Tracy Library Financial Statement to be included in this year's Town Report. Shelby reported that we ended the year in good shape despite emergency spending on the radiant heat in the Tomie de Paola room. Our invested funds decreased from \$191,893.61 to \$112, 806.48 due to the expenditures of the Ensor Gift and the new radiant heating system. Shelby expressed concern for how little return we are making on the invested money. She has a call into Mascoma Bank to see if they can offer us any better rates.

Building/Planning Report: There remains an issue with the entryway roof. Bruce will be meeting with Bruss Construction to come up with a solution. Bruce advised us that Bruss will be repricing the costs associated with the library bond in February for accurate, up to date figures.

There were several zones in the library that were not being heated earlier this week. Hawes came to evaluate and discovered that there was not enough water in the heating system. They repaired the issue, and there have been no further problems.

Personnel: There are three positions that Sandra is currently recruiting for. She has been overwhelmed with the number of applications. There are some strong candidates within the group. However, Sandra is concerned about how long the

background checks take (2-3 week turn around) and the ability to keep the library properly staffed. She has sent out a request to current library staff to help with coverage to get through until we have new people able to begin work. She will let us know if she runs into any problems.

New Business:

Snowblower. The old snowblower died, and we must purchase a new one. A motion was made to approve the purchase of a new snowblower at the cost of \$1,800.00. The motion was seconded and approved.

Auditor's Questionnaire. The auditor's risk assessment questionnaire needs to be filled out and signed by the Chair of the Board of Trustees for inclusion in the Town Report. Bob and Sandra will complete this item.

Filing Period. The filing period for elected town positions is from 1/19 . 1/28. Both Shelby and Charlene have filed their candidacies for second terms on the library board.

Cleaning/Snow Removal Contract. The town has signed a cleaning and snow removal contract with Goodwill Industries (from Concord.) The cost of Sodhexo was too high. Goodwill Industries will take over from Sodhexo on April 1, 2011. The cost savings to the library is \$6,000/year.

Colby-Sawyer Library. Sandra received a very negative response from the CSC head librarian concerning our new policy of requiring non-resident CSC staff to purchase a library card. Sandra and Charlene will meet with her to explain our position and answer her questions. The board remains firm on our decision.

Upcoming Meeting/Events.

Budget Public Hearings, 1/31 and 2/14 at 7:00 PM

Bond Public Hearing, 2/14 at 6:00 PM

Town Elections, 3/8 from 8:00 AM to 7:00 PM

Town Meeting, 3/9 at 7:00 PM

Other Business

Friends of TML. Lisa reported that the Friends 2010 fundraising drive raised nearly \$20,000. The Friends have selected their big project for 2011. The Audio/Visual systems in the Meeting Room will be upgraded at a cost of just under \$12,000. This continues the Friends' work to improve the Library's meeting room which began last year with the purchase of 75 new chairs. The A/V system has not been upgraded since the Library addition over twenty years ago. The installation is tentatively scheduled for late May. The meeting room will be unavailable for one week during installation.

The Friends have decided to discontinue the on-going book sale. The inferior quality of donations, major hours needed from library staff, and decreasing revenue were all factors in the decision to discontinue. The Friends have been in touch with COA (who run a very successful annual book sale), and we will place a notice in the Shopper that the library is no longer taking book donations and patrons should donate them to COA instead.

The Friends is in need of new members, especially those who would be interested in a leadership role. The Friends board of directors is working on this, but requested that if any Trustees have suggestions as to new members, please let them know.

Next Meeting. The next board meeting will be Thursday, 2/17, at 3:30 PM.

Meeting adjourned at 4:35 PM.

Respectfully submitted,

Lisa Ensign Wood
Secretary