

**TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**Thursday, October 18, 2012 at 3:30 PM**

Attending: Bob, Shelby, Bruce, Casey, Dave, Charlene, Sandra. Lisa is excused.

Approved Minutes of September 13, 2012 meeting.

\$145 cash donations accepted from September.

**COMMITTEE MEETINGS & REPORTS**

- Librarian's Report - Sandra

Many programs going on throughout the library this month – all of them are exciting. Zentangle. Edgar Allan Poe, Creepy displays, Children's dept. fun programs: Alien Odyssey, Fall Night Watch, Comics workshop. New server will be installed on 12/3 and 12/4 – library will need to be closed on 12/4 for this installation. Sandra let us know new developments at Sutton Library – librarian retired after 50 years. They are surveying their residents before making any changes.

- Treasurer's Report - Shelby

We are 25% through the year - revenue is 26% and expenses 26.67% for year. Audit completed, No findings, a few suggestions that Shelby is considering how and whether to implement. Meeting with Budget subcommittee next week and our FY 2014 budget goes to Selectmen Nov. 9. This is a preliminary discussion with two from Budget Committee on Oct. 24. We have gone through the budget to begin developing one for next year. Still in the early stages.

- Building Committee - Dave – Glenn Bonewald has not done anything more on landscaping.
- Planning Committee – Bruce - Asked about developing an organized file of regular inspections, systems checkups, records of what needs to be checked and when within our building. It would be a computer based maintenance schedule.

Garden shed sill beam being replaced. \$1,000 approximately. According to Bruce it could have been worse. We've spent 60% of our maintenance and repairs budget at 25% into year. Roof leaks issue has not reached closure. See Melanson note below. Bruss did this repair originally and has not satisfactorily responded to new concerns to date. Roofing company should be responsible for repair. Roofing company was subcontracted with Bruss. This needs to become part of claim to Bruss and we need to outline other items that need attention plus this one.

- Personnel & Policies Committee: Some issues on the table such as food/beverage; dogs; tutoring; cell phones; adults in teenspace. Committee will be meeting next week.

## **OLD BUSINESS**

- Backflow valve, plumbing – finished in basement. Have not received second bill. Working it out with Community Garden at TML regarding who pays which portion. \$2,000 is estimated total, \$500 will likely come from Garden. It's irrigation for Garden and shut off valve for library inside building. Dave recommended we get a repair kit for the valve.
- Repair of garden shed in progress – being done today. See above Planning Committee report.
- Partial refund from Scott Lawson Group – all received copy of letter. Board asked Sandra to acknowledge receipt of partial refund.
- Bruss Construction punchlist – see above Planning Committee report.

## **NEW BUSINESS**

- Proposal from TJ Alexander for quality control check on insulation – Energy auditor. We got pricing from him to do series of infrared photography and blower door test. This would let us see where leaks are. We would use money we have withheld from Bruss to pay this. \$1200 is anticipated cost.

Proposing we hire TJ Alexander to do this testing. There is a balance of \$8300 in bond. We would pay TJ from this fund. It is part of the bond project.

- Quote from Melanson for roof repair \$4400 – see above. We would also take this money out of the bond as Bruss was supposed to do this and they did not so we would be redirecting these funds. We did go back to Bruss as original contractor to contend this work was not finished. That is documented.
- Also need to hire painting of two exterior walls. Would take this from bond money also. Due to weather getting colder this will not happen this fall, needs to wait until spring.

Motion made to authorize hiring TJ Alexander and pay them for infrared and blower test work and pay this amount from the bond. Seconded. Unanimous.

Motion to spend no more than \$4400 from bond for work done by Bruss under the bond contract. Seconded. Unanimous. Explanation: First goal is to get Bruss to address this. Second is to go to Melanson. We have to do this expenditure because roof is leaking. We will seek to recover these funds from Bruss if they do not do the repair. The problem is with flat roof where it meets the roof on the new entrance. It was not part of the original contract with Bruss but it was part of a change order when problem was discovered so it was part of bond project.

- Consider repair of stone walls this fall. Request to have this as agenda item is withdrawn. Put this over into CIP proposed budget.
- Capital Improvement Plan presented to CIP subcommittee, October 4 – copy given to all members. Pushed out through 2023. Over time these numbers can change.

- FY2014 budget due to Selectmen, November 9
- Hiring of new circulation desk assistant – 26 applicants for 8 hr. week job, 6 phone interviewed. 3 in person. Deborah Vernon selected. Starts training on Oct. 29.

**ACTION ITEMS** Letters Sandra is sending.

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

- Meeting with Budget Committee subcommittee, Oct. 24 at 10AM
- November holidays: Mon., November 12; Thurs. & Fri., November 22&23
- December holidays: Tues., December 25; Tues., January 1

#### **OTHER BUSINESS**

- Consider accepting gift of framed New London's 16 Historical Markers– Board approves. Sandra will accept it and determine best location in the library to display it. Letter to be sent acknowledging gift and outlining our gifts acceptance policy.
- Special exception to meeting room requested for VNA Christmas elves – so families can pick up their donations on Dec. 8 -9. Moved, seconded and passed.

#### **NEXT MEETING**

- Thursday, November 15 at 3:30PM

**MEETING ADJOURNED at 4:55.**