

**Tracy Memorial Library
Board of Trustees Meeting Minutes
Date: October 19, 2015**

Present: Fiona Mills (2016)
Kristina Regan (2016)
Frank Anzalone (2017)
John Garvey (2017)
Wendy Dumais (2018)
Matt Hubbard (2018)
Gordon Terwilliger (2018)
Sandra Licks
Minute-Taker Laura Halkenhauser

Call to Order: 4:09 pm

ACCEPTANCE OF CASH DONATIONS

A motion to accept \$320.00 in September was seconded and unanimously approved.

COMMITTEE MEETINGS & REPORTS

Librarian's Report –

- ✧ **Head of Youth Services** – Ms. Licks reported that the new Head of Youth Services, Ms. Lorreen Keating is already generating good feedback. Ms. Keating and Youth Services Assistant, Ms. Lisa dawn Glidewell have established good rapport and have created an effective work schedule.
- ✧ **TML Staff Participation in “Pumpkin” event.** Ms. Licks reported that TML's staff teamed up to create a scene of Strega Nona holding a story hour for little pumpkins. *Strega Nona's* local author Tomie DePaola apparently approved having visited the site.
- ✧ **UNH Conference** for Managers and Supervisors, November 23, 2015, “The Transformational Leader” – Ms. Licks is on the waitlist and is hoping to attend.
- ✧ **Newsworthy/Printed books** – Ms. Licks referenced an NY Times article issued Sept. 22, 2015, reporting that ebooks are slipping in popularity, more people are reading both print and ebooks and many readers are going back to print.

Treasurer's Report –

- ✧ **The End of Year Report** - Ms. Regan submitted the TML financial statement for Fiscal Year 2015 that ended on June 30th that will be submitted for the town report. Also, she handed out a Profit & Loss Budget Performance for September. In preparation for the 2016 end of Ms. Regan's tenure and to understand her process, Ms. Dumais and Mr. Hubbard shadowed her preparation of the report. It was agreed that the process should be left to the discretion of the treasurer every year.

Facilities Committee:

- ✧ **The Generator** Mr. Anzalone reported that the generator over-cranked in September. “Over-Cranked” is the term given to the failure of the automated start process. The service representative dismissed this failure as being pretty typical, Mr. Anzalone now intends to call the generator manufacturer to see how to remedy this situation.
- ✧ **Heating Contractor** - Mr. Anzalone is waiting to hear back from insulation company so that he can schedule a pre-insulation check.– October 8 was the last time he heard from them. He will give them a month and then push to get this on the schedule.

- ⤴ **The Exterminator** - with the onset of the colder weather, the mice have ventured back into the walls of the library. The Exterminator has come back to deal with this problem.
- ⤴ **Water in the basement on September 30** - Ms. Licks reported that she discovered water in the furnace room, staff bathroom, and storage areas due to heavy rain, as well as a leak from one of the newer air conditioners onto the tile floor.
- ⤴ **Water in the Basement** - The drainage pipe all around the building may need to be dug out and replaced; an estimate is pending from a general contractor. Ms. Licks noted that this would be a capital reserve expenditure (not an operating).
- ⤴ **Electrician** – Due to the TML's handyman occupied with a backlog of projects, Ms. Licks needed to call an electrician to replace lighting throughout the library.
- ⤴ **Flooring in Tomie DePaola Room** – Mr. Anzalone explained the consequences of the January flood on the radiant heating elements and that it is time to schedule an adjuster. At the time of the flood, the insurance company indicated that the flooring would be fine, in spite of the flood. But it is not fine. The carpet, thin plywood and track system that are all sitting on concrete got saturated and all the parts separated. There is a noticeable change on the floor, and it is tricky to push book carts across the floor noted, Ms. Licks.

Personnel & Policy Committee - None

OLD BUSINESS - None

NEW BUSINESS

- ⤴ **NHLTA orientation workshop** Last Tuesday, October 13, Ms. Dumais and Mr. Terwiliger attended an NH Library Trustees workshop. Ms. Dumais reported that from what she learned of the Board of Trustees standards, TML Board is doing quite well. Ms. Dumais and Mr. Terwiliger reported what they had learned:
 - Alternate Board Members - *The state laws allow up to 3 appointed alternates with the approval of the town select board.*
 - Wiping the computers history each day – *Ms. Licks verified that we do indeed use software to wipe clean between public – users*
 - Board of Trustees might consider attending the selectman meetings.
 - Documentation of all employee problems. Annual written employee evaluations.
 - Trustees should not volunteer as library assistants as it is an issue of confidentiality.
 - The Trustees should know all of the employees.
 - A new template was submitted for the Non-Public Session Minutes
 - There should be a designated spokesperson for the Board. Mr. Terwiliger made note that is extremely important that no one but the designated spokesperson make any comments on behalf of the board. *Ms. Licks said that she and the Chair were.*
 - All trustees should have an elevator speech and it should be consistent reflecting the mission statement.
- ⤴ **No Card/No Checkout**
Ms. Licks circulated a 2-sided handout spelling out the policy with an email sent to a customer in 2013 explaining TML position. The Policy has been in effect since 2010, and its benefits and the necessity to have clear cut loan policy outweigh the cons and

make for a better work environment for the staff. Ms. Dumais noted that TML is the only library represented at the NHLTA workshop that sticks to the No Card/No Checkout policy. TML has 80,000 annual visits (approx. 250 per day) and serves as a hub for the greater Kearsarge area..

- ✧ A vote to reaffirm the No Card/No Check out was put forth, seconded and unanimously approved. The No Card/No Check policy of the Board of Trustees will be put on the website as well as handouts at the circulation desk.
- ✧ Ms. Licks and Assistant Director, Ms. Jo-Ann Roy, will continue to pursue the digital app option.

✧ **Information Briefing – Library Technology and Automation**

Mr. Hubbard handed out a report outlining his findings of the current technologies and advancements in Library Services. He explained the current market tools available that could provide support and enable new possibilities for TML. The possibilities are:

- **Fully-digital technology** - Almost all “library resources” would be fully digital. This would be ideal for eBooks, audiobooks via an in-app catalog.
- **Cards, access, and online.** This system would be functional with the use of library cards and/or key fobs with the use of barcode scanners. An app could be integrated for use on smart phones.
- **PacSystem Polaris Library Systems (Programmable Automation Controllers)**
Centralizes the library – the library would be in control of how much of the e-side it would go.

- ✧ Ms. Licks is authorized to see if the existing Destiny System is compatible with establishing a Smart Phone App using scanners. There is a possibility of this being done for as little as \$30.00. This could be piloted as a demo.

✧ **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)**

- Staff raises for FY 2017

✧ **Holiday closings -**

Veterans Day

Two days for Thanksgiving

Christmas Eve close entirely through and the day after Christmas

New Year’s Eve close entirely through New Year’s Day

A motion was made, seconded and unanimously approved.

✧ **UPCOMING SPECIAL EVENTS / MEETINGS**

- Library Director and Assistant Director at NELA conference, October 25 – 27
- Meeting with Budget subcommittee, November 6 at 9 AM (awaiting confirmation)
- Meeting with Selectmen to review budget, November 9 at 6 PM. Ms. Mills, BOT chair, and Ms. Regan, treasurer to attend.
- Open House for Lorreen Keating, November 10

- Meeting with Capital Reserve Subcommittee, TBD (November?)
- Meeting with full Budget Committee, TBD (December 16?)

✧ **OTHER BUSINESS / FUTURE AGENDA ITEMS**

- Computer & Internet policy -
- Capital reserve plan – November pending pricing
- Tor relay
- Procedural compliance issues, Elevator speech

✧ **NEXT MEETINGS**

- Mondays at 4 PM: November 16, December 21, January 18, February 15

MEETING ADJOURNED: 6:00 PM

Respectfully submitted,

Laura Halkenhauser
Minute-Taker