

**TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**Thursday, October 20, 2011 at 3:30 PM**

Meeting called to order at 3:30.

- ✓ Meeting minutes were approved for September 22 meeting.
- ✓ Accepted \$425 in cash donations in September

**COMMITTEE MEETINGS & REPORTS**

- ✓ Librarian's Report  
Successful Thursday's Child at New London Inn based on turnout. Attended an excellent conference in Burlington. Dave Harris attended luncheon Monday with Sandra put on by the Community Garden at TML. Wonderful relationship now. Staff member recovering from back surgery at home. She may be coming back next week. Evaluations ongoing, one person to go and will do write ups and will meet end of Oct. deadline. A patron wanted to do New London Reads and was going to look for community support. State library did not get grant funding to sponsor it this year. Patron may have been stalled in her effort to secure support.
- ✓ Treasurer's Report  
Included in our packets. ¼ way through the year at end of Sept. Revenues okay, Items in red outside of our usual budget. Mascoma Savings Bank grant arrived and was deposited. Second payment will come in July 2012 ó we can ask in June 2012 for the second installment.
- ✓ Building Committee  
See memo about generator from David. Discussion ensued and Bruce and Bob answered the questions that were posed. The generator has been ordered. Propane tanks will be alongside wall minimum of ten feet from front wall and a certain distance from the generator. Generator will be located by phone pole behind shrubs and placed on pad of crushed stone which is permissible as it is a permeable surface. We should inform our neighbor on that side that the generator will be placed there and Bob will do that.

Motion was made by Bruce and seconded by Ki to approve spending up to \$10,000 of the funds from the Bond for purchase and installation of a generator system and authorizing Dave Harris to execute all agreements to implement this action. Motion passed.

Anything in our budget resulting from the Hurricane Irene weather event is focused on being sure such an event does not cause damage to this building in the future. Regarding side of building excavation project for draining and landscaping - Glenn Bonewald has a little more to do before frost and snow. Excavation final steps and walkway will be finished in spring. New urns in front were donated to the Community Garden at TML. New planters will be in place next spring at new entranceway.

✓ Planning Committee

Bruce reported. Jim Bruss is now our contact at Bruss Construction. Brookside is addressing the heating system which did not start up as it should have this week. Will interview Brookside and Hawes to determine who should be our contractor for HVAC. Still punchlisting. Still a problem with door systems. We won't be able to pay our balance to Bruss until everything is resolved. Blower test was done and needs to be redone with infrared technography to learn degree of increased efficiencies as a result of building renovations. Reconstruction of that part of the building will start on Monday after the excavation is done. Old foundation will be exposed and studied in the interim period.

Upper bathroom in downstairs - drainage was going into an old cast iron wastepipe, then into an old drain system, then into the sewer. Occasional sewer smell might have been caused by that. Estimate was \$7500 to pull ejector pump out of ground and change the location of the toilet to have to wait for ejector pump to fail before it is replaced. Every step we take is to keep water from coming into the building. Need to explore options including changing the configuration in that bathroom or in the future a second bathroom on main floor. Maybe better to invest in improve bathroom facilities on main floor. Question is to eliminate or expedite repair of the staff bathroom now vs. waiting? Bruce discussed other issues that may influence improving air quality on ground floor. Still investigating and weighing options for HVAC improvements.

We plan to start to locate children's area back to ground floor on Nov. 12 or Nov. 14. \$725 credit to get professional cleaning will not cover the entire cost but we need to find out total cost for professional cleaning. For Hurricane Irene related cleaning we expect it should be done for the \$725. There will be other cleaning not related to Hurricane and that we will have to pay for.

- ✓ Personnel & Policies Committee - Motion to reinstate policy of not charging for library card for CSC employees and empower Sandra to establish parameters in talking with HR and CSC librarian effective January 1, 2012. Suggest a signed memorandum of agreement or at least a written agreement. Ask them what their parameters are - is an "employee" including someone like an adjunct who teaches one course per year? We may implement not allowing interlibrary loan services for CSC employee TML library card holders since that requires much more staff time. Motion passed.

## OLD BUSINESS

- ✓ Bruss Construction project update - see above
- ✓ Children's Area restoration - see above
- ✓ Other projects: generator, excavation - see above
- ✓ Donor wall completed - Done!

## NEW BUSINESS

- ✓ Nonresident policy re: CSC staff ósee above
- ✓ Letter of support for ILL van service ó letter signed to Michael York, NH State Librarian to support maintaining interlibrary loan service of four vans. Resolution adopted by this board that Chair send letter supporting ILL van service.
- ✓ Re-testing of air quality ó see above
- ✓ Plans to thank Mascoma Savings Bank ó Sandra will definitely be sending a letter to say thank you. Inviting Samantha or Steve to come for an official media/photo opportunity. Invite them, do an event anyway like another dedication, tour or ribbon cutting. Ask Lisa to write a letter from the BoT as a thank you, Lisa - will you work with Sandra to craft the appropriate letter?

#### UPCOMING SPECIAL EVENTS/MEETINGS

- ✓ Budget Committee meeting, October 24, 7PM. Sandra will attend. Goal of that meeting to set out parameters for developing budget for the coming year.

OTHER BUSINESS - no additional items.

#### FUTURE AGENDA ITEMS

- Fees for 2012 (Fines, Copier, Nonresident)

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 MEETING

- Thursday, November 17 at 3:30PM

ADJOURN at 5:15