

**Tracy Memorial Library
Board Meeting Minutes
November 15, 2012**

Present: Bob Bowers, Shelby Blunt, Casey Buiso, Lisa Ensign Wood and Sandra Licks.

Absent: Charlene Baxter, Dave Harris, and Bruce Parsons.

Meeting called to order at 3:30 PM.

Meeting Minutes. A motion was made to accept the Board Meeting Minutes of October 18, 2012. The motion was seconded and approved.

Cash Donations. A motion was made to accept cash donations to the Library for the month of October in the amount of \$75.00. The motion was seconded and approved.

Committee Reports.

Librarian's Report. Sandra reported that the Friends of TML have agreed to purchase an on-line language program for the Library. The program is called Mango Languages, has 45 languages available, and unlimited usage for our patrons. The cost of the program is \$750.00.

Donald Hall will give a reading and book signing at the Library on November 29th for his newly published book, Christmas at Eagle Pond. Morgan Hill Bookstore is a co-sponsor with the Library of this event.

Sandra reported that the Library sustained no damage from Hurricane Sandy. Our generator worked perfectly when the power went out during the storm. There was no water in the elevator shaft and no leaking from roof or windows.

The Library's new part-time circulation desk assistant, Deborah Vernon, has started working. She has been well-received by staff and patrons, and her schedule allows her to substitute other shifts when needed.

The Selectmen have created a town employee committee to review the town's personnel policies. Jo-Ann Roy is representing the Library on this committee. The committee will present their recommendations to the Selectmen in late November.

The Library will be closed certain dates for the Thanksgiving and Christmas Holidays as well as for the Town Employee Holiday Luncheon and the installation of the new Library server. The closure dates and times will be posted on the Library website, posted within the Library and published in the Intertown Record and Kearsarge Shopper.

Building Committee. Glenn Bonewald returned to work on raising sections of the front walkway to prevent water from puddling and ice from forming. Sandra is not sure if he has completed the work. Dave will report on this at the next Board Meeting.

Planning Committee. Sandra reported that repairs to the Garden Shed are complete except for painting. As the weather is too cold, painting will have to take place in the Spring. Unfortunately, there were more rotten boards found than expected once the project got underway. The total cost for the repairs is \$4,000.00.

Bruce, Sandra and Bob are preparing a letter to Bruss Construction outlining the remaining items yet to be completed, the refund that we expect for the ventilation system in the Children's Area, and other items. The letter will be distributed to all trustees prior to sending it to Bruss. Bruss did finally send us a disc of the infrared photos. However, the information came on a disc which we cannot interpret. The information provided would require an expert to understand and determine if it was adequate and complete. The Board concluded that it would be better, at this point, to rely on the information from TJ Alexander.

TJ Alexander has completed the new infared testing that we contracted with them. The report has just arrived. Bruce and Sandra will go over the results and report to the Board at the next Board Meeting.

Personnel & Policies. Casey reported that the Personnel & Policies Committee has been revisiting several policies and issues. These are tutoring in the Library, food and beverages within the Library, cell phone use within the Library, age designated areas not being used by the ages they are designed for, animals within the Library, and special needs patrons using the Library all day. Casey discussed each of the issues with the Board and the reasons why the Committee is revisiting these policies/issues. Board Members were able to weigh in. The Committee will advise the Board of actions taken.

New Business.

2014 Budget. The Library 2014 Preliminary Budget has been submitted to the Selectmen. Bob, Shelby and Sandra will meet with the Selectmen on December 16th to discuss our proposed budget.

Next Board Meeting. The next Board Meeting is tentatively scheduled for December 20, 2012 at 3:30 PM.

Meeting adjourned at 4:30 PM.

Respectfully submitted,

Lisa Ensign Wood
Secretary