

**Tracy Memorial Library  
Board Meeting Minutes  
November 17, 2011**

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

**Absent:** Dave Harris

Meeting called to order at 3:30 PM.

**Meeting Minutes.** A motion was made to accept the Board Meeting Minutes of 10/20/11. The motion was seconded and approved.

**Acceptance of Cash Donations.** A motion was made to accept \$305.00 in cash donations to the Library for the month of October. The motion was seconded and approved.

**Committee Reports.**

**Librarian's Report.** Sandra reported that the Thursday's Child at the NL Inn raised \$1,100.00 to be split equally between the Friends of Tracy Memorial Library and the Community Garden at Tracy Library. Sandra has completed staff evaluations. The grant from Mascoma Savings Bank has been acknowledged with a thank you letter to Steve Christy. Sandra is waiting to hear if they would like to have a photo opportunity by the front entryway and/or press release. On Monday, December 5<sup>th</sup>, the staff is being trained on how to assist our patrons with downloadable books from our website. JoAnn will then lead two patron workshops on how to use our downloadable book program. Sandra is still investigating window shade options for the meeting room. She will gather more information and prices to present at the next Friends meeting. The Friends may be willing to contribute to the purchase of window shades for the meeting room.

**Building/Planning Report.** The generator will be installed on Friday. The propane will be delivered within two weeks. Dave will coordinate the start up and testing of the generator once everything is in place. Glenn Bonewald finished the edging on the right side of the entryway. He is waiting to receive more edging and then we will complete the left side of the entryway. Glenn will also finish the walkway bricks within the next few weeks. Bob is talking with Richard Lee about assistance with removing the two large pine trees in the back of the Library near the shed. Bruce prepared a written planning committee report which is attached with these minutes.

**Personnel and Policies.** Charlene thanked Sandra for completing the staff evaluations. Charlene, Ki and Sandra met with the Colby-Sawyer College Librarian, Benefits Coordinator and Staff Council Representative to discuss a reciprocal agreement between the College's Library and ours. They developed a Memo of Understanding to outline the agreement and benefits. There are still adjustments that need to be made to the agreement. The personnel committee will continue to work on this and bring it before the Board at our December meeting.

### **Old Business.**

**Children's Area.** The Children's Area reopened on Tuesday, November 15<sup>th</sup>. We will have the Scott Lawson group perform final air testing in the Children's Area to see if the levels have subsided now that repairs have been made and construction is complete.

### **New Business.**

**2013 Budget.** The preliminary 2013 budget has been submitted to the Selectmen. It will be going to the Budget Committee in January.

**VNA Meeting Room Request.** The VNA has requested a special exemption to our meeting room policy for December 10<sup>th</sup> and 11<sup>th</sup> to receive and distribute Christmas gifts for the Kearsarge Christmas for Kids program. The request was approved.

### **Upcoming Events.**

**Thanksgiving Holiday.** The Library will be closed November 24 ó 25 for Thanksgiving. It will reopen on Saturday, 11/26.

**Vacation.** Sandra will be on vacation the week of November 28<sup>th</sup>.

**Next Meeting.** The next Board Meeting will be Thursday, December 22<sup>nd</sup> at 3:30 PM.

Meeting Adjourned at 4:45 PM.

Respectfully Submitted,

Lisa Wood  
Secretary