

**Tracy Memorial Library  
Board Meeting Minutes  
November 21, 2013**

**Present:** Charlene Baxter, Shelby Blunt, Bruce Parsons, Casey Biuso, Kristina Regan, Fiona Mills, and Sandra Licks.

Meeting called to order at 3:34 PM.

**Meeting Minutes.** A motion was made to accept the Board Meeting Minutes of September 19 and October 17, 2013. The motion was seconded and approved.

**Acceptance of Cash Donations** – A motion was made to accept cash donations of \$70 in September and \$50 in October. The motion was seconded and approved.

**Committee Reports**

**Librarian's Report**

Sandra provided an update regarding a problem patron.

Sandra reported that there is a new volunteer, Katie, who has taken up the work of recently retired Betty Lancaster in de-processing books.

Sandra happily reported that a TML staff member who has been on sick leave is back at work two days per week for a total of five hours processing children's books and working at the children's desk. Hopefully, in January, this staff member will pick up another shift or two to bring her back up to her original twelve hours.

Sandra reported that on Monday, November 18, Systems Plus came and replaced seven computers with new ones. She reports that the computers are up and running and working fast. Dave inquired as to what happened to the old computers and Sandra reported that Systems Plus removed the old computers. Sandra noted that there is money designated in the budget for these computers. Three computers are public catalogs, two are at circulation desk, and two are for the staff. Sandra noted that she anticipates a similar bulk purchase needed to replace other computers next year.

Sandra noted that the Town's Annual report is due in January and requested any input on what needs to be included.

Sandra reported that the Community Garden decided not to serve alcohol after all at its recent function held in the TML meeting room.

Sandra reported that the town conducted a survey of employee satisfaction and shared some of the findings. Most town employees like their jobs and co-workers. Some employees expressed concern with turn over in some departments. Some employees also expressed concern with not being appreciated by administrators (especially those on the Budget committee and Selectmen). There were also concerns expressed regarding changing benefit plans and inconsistent pay increases. Some employees expressed a desire for merit pay. The town employee committee includes Jo-Ann Roy and will present the findings to Selectmen.

Sandra reported on the Friends of the Library's recent speaker featuring the former president of Dartmouth. She noted that the turn out was a bit disappointing as only twenty or so non-Friends were in attendance. She also reported that the Friends re-elected the same slate of officers. However, there is hope that some of the new members will step up to take on leadership roles next year. Sandra also raised a possibility of staff having to sell more fundraising items from the Friends.

Sandra is going to ask the Friends of the Library to provide a bonus to TML employees as the annual bonuses from the town have been cut this year. Sandra will ask for gift cards in \$50 denominations.

Sandra reported on the Henniker library and noted their growth, reporting that they have increased their business hours from 33 to 45 hours per week, added 40 hours of part-time help, and have spent \$50,000 on renovations.

Sandra lastly noted that the TML library has been wired for high-speed broadband as part of a federal grant, and the next step is for service providers to begin offering the service. Currently, our Internet is via cable modem, and while adequate, broadband would be faster.

### **Facilities Report**

Bruce noted that not much has transpired regarding building maintenance since our last meeting.

Bruce reported that they have received a very thorough report from the mechanical engineer at Design Day Mechanicals. Bruce, Dave and Sandra will sit down next week to go over the plans. Engineer recommended a contractor that TML used and fired years ago. Bruce noted that he and Dave need to meet with the engineer to get back on track regarding the original agreement that the engineer would oversee the hiring and managing of contractors.

Bruce reported that TML presented the CIP and were in and out in surprisingly short time and all went very smoothly.

Sandra noted that Dave and his wife planted flowers in the front urns in lieu of the Community Garden doing so.

### **Personnel & Policies Report**

Sandra reported on a patron who rents a business in town who would like a free library card yet she is not a resident of New London. The board agreed that this person does not meet the criteria for a free card so Sandra reported that she will notify the person of the Board's decision.

Sandra updated the Board on TML's inclement weather policy via the TML policy manual. Sandra noted that she notifies the public about TML closing due to inclement weather in a number of ways including the TML website, by putting a sign on the library's front door, via a recorded message on the library's phone, and WMUR. Charlene suggested that Sandra put TML's inclement weather policy on TML website. Casey inquired as to whether or not we might consider making the TML policy manual available on our website. There was some debate about this idea. Charlene suggested taking out an ad in *The Shopper* regarding TML's inclement weather policy and holiday dates to which Sandra agreed.

### **Old Business**

**Changes to policy regarding tutoring.** Sandra reported that she spoke with Kim Hallquist regarding our concerns about TML liability surrounding tutoring in the library. Kim expressed no concerns. However, Bruce noted his continuing concerns about library exposure and liability. There was some discussion about having tutors and students sign in and Dave suggested that TML may want to have parents sign a disclosure. Ultimately, we feel that we may need to implement some sort of policy in order to mitigate TML's potential liability in this matter. The policy will be discussed at our December meeting.

**Holiday in December.** The library will close at 5 p.m. on Tuesday, December 31<sup>st</sup>.

### **New Business**

- **Review of Budget Committee meeting.** TML budget committee met with Bill Green and Pat Blanchard for two hours. Their main concerns were regarding how many patrons utilize TML as well as how TML is faring in the technology age. They suggested that we may wish to consider

increasing the non-resident library fee. The TML budget committee will meet with them again in January. Charlene suggested that we consider their questions and communicate what TML offers in response.

- **Draft budget for FY 2015.** Shelby and Kristina presented a thorough overview of the working draft of TML budget, noting that the final version is due to Selectmen by December 16. See handouts. They pointed out that salaries and benefits will be included in final draft and noted that the fuel estimate has increased to \$10,000 and that the budget for the alarm system has increased due to repair needs and costs, but that the telephone rates are competitive.
- **Request from LSRVNA Kids Christmas Program to use meeting room on Sunday, December 15.** Request was granted.

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

#### **OTHER BUSINESS / FUTURE AGENDA ITEMS**

- **Retreat follow-up** – We will look at retreat feedback during a future meeting.
- **Non-Public Session.** A motion was made to go into Non-Public Session to discuss a Library patron issue as allowed under RSA 91-A:3 II c. The motion was seconded and approved. Non-Public Session was entered at 4:20 p.m. Public Session was re-entered at 4:45 p.m.

#### **NEXT MEETINGS**

- Thursdays at 3:30: December 19, January 16, February 20, March 20, April 17, May 15

#### **ADJOURN**

Meeting adjourned at 5:30 PM.

Respectfully submitted,

Fiona Mills  
Secretary