

**Tracy Memorial Library  
Board Meeting Minutes  
December 16, 2010**

**Present:** Bob Bowers, Bruce Parsons, Dave Harris, Shelby Blunt, Charlene Baxter, Sandra Licks, and Lisa Wood

**Absent:** Ki Clough

**Meeting Minutes.** A motion was made to approve the Board Meeting minutes of November 18, 2010. The motion was seconded and approved. A motion was made to approve the Board Retreat Minutes of November 2, 2010. The motion was seconded and approved.

**Acceptance of Cash Donations.** A motion was made to accept the cash donations for November 2010 in the amount of \$475.00. The motion was seconded and approved.

**Librarian's Report.** The Librarian's written report is attached with these minutes. Sandra reminded the board of holiday closing dates and times. She is writing the 2010 library narrative for the Town Report. The board asked her to include a description of the new circulation desk and recognize the bequest of Margaret Ensor. Sandra will be working on staff evaluations, aiming for completion prior to March. After she has completed staff evaluations, her evaluation will take place with the Chair of the Board and Chair of the Personnel Committee.

**Building/Planning Report.** Dave will be calling Partridge to discuss a heating system maintenance contract. We have not had any heating issues so far this season. Everything appears to be working well. Dave informed the board that Donna Ferries is now the chairperson of the Community Garden at Tracy Library. The new metal threshold has been installed in the children's area leading into the Tomie de Paola room. Bruce will be contacting Bruss Construction about performing a blower test on the windows which were insulated. This was part of our contract with them.

**Personnel Committee.** Charlene and Sandra presented to the board two letters advising patrons of changes in status and fees for non-resident free categories and for volunteer/donor/friends/trustees. The board made minor suggestions to the letters. Charlene and Sandra will finalize the letters and send them out to the affected patrons before the end of the year.

**Old Business.**

**Bond Package and Operating Budget.** The library bond package and operating budget have been presented to the budget committee. The budget committee made few comments about either. Our 2011 operating budget had a 1.3% salary increase for two full-time library staff members, no increase for the library director, and more part-time hours.

**New Business.**

**How much spent on building?** Jessie asked Sandra to prepare a list of what has been spent on the library building since the addition in 1992. The list is attached with these minutes. To recap, from 1993 . 2006, a total of \$83,065. From 2007 . 2011, assuming approval of \$370,000 bond, a total of \$989,000 (with \$140,000 coming from gifts not taxes). See the attached sheet for a detailed breakdown.

**Hiring.** Sandra will be hiring two part-time assistants in January. One position is for the circulation desk and the other is for youth services. Sandra presented the board with the job descriptions, and she will be placing ads soon.

**Upcoming Meetings.** There are two upcoming budget committee meetings: January 10<sup>th</sup> and 31<sup>st</sup>. Shelby will attend on the 31<sup>st</sup> with Sandra. Sandra will advise the board if any board members need to be present for the meeting on the 10<sup>th</sup>.

**Next Board Meeting.** Our next board meeting will be on Thursday, January 27<sup>th</sup> at 3:30 PM.

Respectfully submitted,

Lisa Wood  
Secretary