

**Tracy Memorial Library  
Board Meeting Minutes  
December 19, 2013**

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

Meeting called to order at 3:31 PM.

**Meeting Minutes.** A motion was made to accept the Board Meeting Minutes of November 21, 2013. The motion was seconded and approved.

**Committee Reports**

**Librarian's Report**

Sandra reported on digital magazines, online fine payments (not possible with current software), snow clearing, and ants in the basement kitchenette.

Sandra reported that all NH libraries have a free subscription to Novelist database provided by the state. Sandra reported that the subscription has now been updated to Novelist Plus and now contains many additional features including access to Common Core materials for students K-8. Sandra noted that TML patrons can access this database on-site or off-site via a password available at the circulation desk. Additionally, Sandra reported that three librarians participated in an online webinar tutorial regarding the additional features of the upgraded database.

Sandra reported that Frank Duffy will no longer facilitate the Great Decisions program as he is relocating. Sandra noted that attendance in the program has waned over the past few years. In 2010, 54 participants signed up while in the past year only 37 participants enrolled (23 residents and 14 non-residents). Unfortunately, Sandra cannot easily find a suitable replacement and so the program will be put on hold for this year. Sandra will send a letter to past participants informing them of this decision and possibly ask for feedback on the program.

**Facilities Report**

Bruce reported that he, Dave and Sandra had a fantastic meeting with Doug Wait, the mechanical engineer, and that our initial concerns expressed at our November meeting have been abated. All is back on track. Bruce noted that Doug will return again in early January to meet with prospective contractors and begin pricing.

Bruce reported that he still needs to contact masons to get pricing estimates on the masonry work needed to fix the stone wall.

**Personnel and Policies Report**

Sandra reported that Deborah Vernon is going to attend Simmons College part-time to pursue a library science degree.

**Old Business**

### **TML Problem Patron**

Charlene called patron and spoke with an advocate for the patron. Both emphasized patron's desire to actually come into the library and browse the collection. It is questionable that the patron will have a viable way to get to and from the library. Charlene informed us that the patron has recently been hospitalized. Recently, the patron's mother has put home delivery on hold as it is getting harder for them to keep track of library items. Bruce suggested that we reinstate the patron's privileges on a probationary basis. A suggestion was made to provide homebound service specifically to him for the next six months and monitor whether or not he can keep track of the materials. Casey suggested that we run our thoughts past Missy to get her opinion on this option. Sandra and Charlene will send a letter to patron informing the patron of the Board's decision and to include a limit on the number of items checked out at any one time.

### **Tutoring Policy**

Sandra proposed an addition to TML tutoring policy. Sandra spoke to Kim who noted that there was no additional liability regarding tutors in the building. Sandra noted that most libraries provide space for tutoring in their buildings. Sandra noted that tutoring occurs approximately a few times a week. Motion was made to approve the additional language to the TML tutoring policy. Motion was seconded and approved.

### **DB Landscaping**

DB Landscaping has bought a building across the street. Bruce suggested that we resolve our issues with them as they are moving across the street. Bruce has been in touch with Patty to set up a meeting between TML and DB Landscaping. TML is included on their blog page in which DB landscaping describes themselves as "vital" members of the team to revitalize TML. Bruce has spoken with them regarding how to reframe on their website what DB Landscaping actually did for TML. Suggestion was made to prepare a letter regarding this dilemma to take the Attorney General's office. Suggestion was made for as many board members as possible to attend a meeting with DB Landscaping. Bruce agreed to set up a meeting for an upcoming Wednesday in January.

### **New Business**

#### **CSC Reciprocal Agreement**

Charlene noted that CSC had contacted her about renewing her library privileges at CSC for \$35.00. Charlene informed CSC of TML's reciprocal membership policies. Charlene remarked that perhaps many New London residents are unaware of this reciprocal policy. Charlene agreed to go to CSC library and ask for a library card and see whether or not there is a fee for New London residents.

#### **Budget Committee FY2015/Making the Case**

Bruce noted that we are *not* being scrutinized in particular. Charlene ran through the items that Bruce circulated in preparation for meeting with the town budget committee. Charlene requested a collection of the number of volunteer hours per year and Charlene will get a monetary equivalent for a

volunteer hour. Sandra will get volunteer hours from the Friends and from TML official volunteers. Charlene needs number of hours that rooms are used per year and by which specific groups. Casey suggested that we collect testimony from TML patrons regarding the library to include in this report. Casey suggested that we may want to take a cautionary approach to all of this. Suggestion was made to create an annual report that we can utilize in support of TML and that we add to annually. Charlene suggested that we pull this data by January 10 and circulate it in preparation for a lengthy discussion at our January 16 meeting.

Sandra noted that the TML materials are worth \$1.7 million. Bruce noted that the TML building is appraised at \$2 million.

### **Local Authors - material selections and programming**

Suggestion was made to feature a variety of local authors in one program. We will revisit this topic at our February meeting.

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

- Librarian on vacation week of January 20

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

- Retreat follow-up
- Review fees for FY 2015 (copier/printer, nonresident, fines)

**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)**

- Problem patron

### **NEXT MEETINGS**

- Thursdays at 3:30: January 16, February 20, March 20, April 17

Meeting adjourned at 5:03 PM.

Respectfully submitted,

Fiona Mills  
Secretary