

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING AGENDA
Monday, 21 December 2015 at 4 PM

Present: Ms. Fiona Mills (2016)
Ms. Kristina Regan (2016)
Mr. John Garvey (2017)
Mr. Matt Hubbard (2018)
Mr. Gordon Terwilliger (2018)
Ms. Sandra Licks
Minute-Taker Ms. Laura Halkenhauser

Called to order: 4:09

MEETING MINUTES

A motion to approve minutes of November 16 was made, seconded and unanimously approved.

ACCEPTANCE OF CASH DONATIONS

A motion to accept \$1775. that was donated in November was made, seconded and unanimously approved.

COMMITTEE MEETINGS & REPORTS

Librarian's Report

- **Town Holiday Party** - TML remained open with a crew of 3.
- **Children's Department** –
 - A Children's Holiday party was held to celebrate the Polar Express' 30th anniversary. 25 kids and 13 adults were in attendance. Ms. Keating is hoping to grow this event next year. It was advertised in The Shopper and The Intertown Record.
 - Ms. Keating is establishing an email contact list
 - Ms. Keating will appear on the local TV program Kearsarge Chronicle January 7th, 2016.
 - The Children's Department has been rearranged, featuring new toys, puppets and books as well as a new early reader section.
 - The Lego Builders club will take place on Wednesday afternoons.
 - The After-school Cafe is moving to Tuesday and the Family Story-time remains on Tuesday mornings.
 - Ms. Keating is taking part in the New London Winter Carnival, hosting a children's craft on Saturday January 30 and magic show on Friday January 29 that will be funded by The TML Friends.
- **Friends of TML** – will be hosting an Indie Film Program kick off at the library and have requested the ability to serve alcohol at the program. The Friends would have to provide insurance

Facilities Committee: Ms. Licks reported on behalf of Mr. Anzalone.

- **Attic Insulation update:** Ms. Licks has not been contacted by the service person with a date despite contacting them.
- **HVAC unit:** This needs to be taken care of by June 30th, 2016. Ms. Licks has not had a return call regarding this.
- **Generator:** Mr. Anzalone is following up with the manufacturer of the generator.

- **Flooring in Tomie dePaola Room**– Ms. Licks has not been contacted by the insurance adjuster.

OLD BUSINESS

- **FY 2017 Budget** – The town budget committee did not cut anything from TML's budget. However, the committee will be revisiting all budgets with an eye to cutting - and has asked all department heads to be creative in identifying savings. Ms. Licks was asked if she would be able to hold off on the foundation drainage repair, to which she said that it would not be prudent to hold off as that the library is trying to head off future problems. Ms. Licks reported to the budget committee that the library is running on a lean budget.

NEW BUSINESS

- The Auditors reviewed the materials for FY 2015 and came back with some recommendations:
 - There should be receipts when purchasing gift certificates that are given as gifts/awards. Ms. Licks will make sure that this will be done
 - Money collected for fines, copiers and printers should be in a locked drawer. Ms. Licks is looking into a combination locked drawer.
 - Deposits to the bank should be performed on a weekly basis. Ms. Licks reported that this task is a very time consuming and the amounts involved are not that significant. She makes deposits to the bank monthly.

The board discussed having a small amount of petty cash available to make change for fines paid. The concern raised by the Auditors seems to be petty theft by an intruder or embezzlement from the staff. It was noted that the library has a security system and motion detectors that monitor the building when closed. Also discussed, was the prospect of establishing a lock box with a way to separate the categories of ; non-resident, copier, printer, fines, gifts and lost/damage items for tracking purposes.

- **Candidacy for Board of Trustees** – There will be 2 vacant spots on TML Board of Trustees. Interested parties must file the week of January 20 – 29 to be on the March Ballot.
- **Patron Complaint:** A patron complained about being contacted by mail regarding overdue materials. In 2011, said patron was allowed to maintain a “fine balance” whereby, annually, he advanced \$50 dollars to the library in lieu of future fines.
 - Ms. Licks was advised by the Board to contact this patron to terminate this arrangement since it is not offered to other patrons. Any outstanding funds will be refunded to the patron.

PERSONNEL & POLICY

- It was decided that Mr. Terwilliger, Mr. Hubbard and Ms. Mills will be in discussion about the internet policy TBD.

UPCOMING SPECIAL EVENTS / MEETINGS

- Ms. Licks noted the possibility of meeting with full Budget Committee again if she is called to do so.
- Ms. Licks and Ms. Roy will report on the three-day seminar at a later date.

OTHER BUSINESS / FUTURE AGENDA ITEMS

- Compliance issues in Jan.
 - Should a compliance officer be assigned.

- How to handle the Non-Public Procedure
- “Elevator speech” - joint talking points.

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)

- Entered into Non-Public 5:16 pm
- Left Non-Public 5:23 pm

NEXT MEETINGS

Mondays at 4 PM: January 18 (MLK), February 15

ADJOURN: 5:23

Minutes respectfully submitted,
Laura M. Halkenhauser