

**Tracy Memorial Library
Board Meeting Minutes
December 22, 2011**

Present: Charlene Baxter, Bruce Parsons, Dave Harris, Shelby Blunt, Ki Clough, Lisa Wood, Sandra Licks, and Bob Bowers (by phone).

Meeting called to order at 3:30 PM.

Meeting Minutes. A motion was made to accept the Board Meeting Minutes of November 17, 2011. The motion was seconded and approved.

Cash Donations. A motion was made to accept cash donations to the Library for November in the amount of \$325.00. The motion was seconded and approved.

Committee Reports.

Librarian's Report. The Selectmen hosted a holiday luncheon for all town employees. The Library staff has had their holiday party. Kathy Tracy has been offering an on-going kids craft program during December. There is a possibility of a state wide Community Read for October 2012. The State is applying for a grant to run the program. The author would be Edgar Allen Poe.

Sandra reported to the Board about the changes to the Town Employee Health Package. The Town of NL is still using an HMO. However, there is now an increase in office visit co-pays and there is a higher deductible overall. The Selectmen has set aside money to help employees cover the first \$1,000.00 of the deductible.

Building/Planning Report.

Construction Project. Bruce, Bob and Sandra met with the owners of Bruss Construction, Michael and Jim Bruss. The purpose of the meeting was to discuss the current status of our construction project and create an agreed upon punch list to finish the project. Bob prepared a letter to Michael and Jim Bruss outlining the meeting and what was agreed upon. A copy of that letter is attached with these minutes. Most of the punch list work will be completed in January. The last item will be completed by May 1st. We are holding money back until all work is completed.

Children's Area. Most all of the repair work from the Irene flooding has been completed. We are still experiencing some water infiltration under the old slab in the bathroom. It is possible that the second phase of foundation drains will remedy this situation. However,

there may always be a little dampness there. The cracks in the foundation of the elevator shaft have been sealed up.

Furnace. We have contracted with a new HVAC company, ARC, from Bradford, Vermont. They also have an office in Lebanon. Michael Bruss recommended them after finding out that Brookside is not equipped to do our maintenance work. ARC has been down to fix one of our circulation pumps and the system is now working properly.

Generator. Dave reported that the generator has been installed and that the propane tank is in place and filled. We are waiting on Masse to come back and perform a test of the system. Dave will follow up with them to set up a time.

Landscaping. The last few landscaping items will be installed in the Spring by Glenn Bonewald. Shelby reported that Gordon Marshall, Treasure of the Friends of TML, contacted her about the remaining landscaping gift money donated by Deb Hoover. There is approximately \$5, 200.00 remaining from the \$15,000.00 gift. Gordon would like to turn that money over to the Library before the end of the year for accounting purposes. Shelby will advise Gordon to prepare a check for the Library with a written designation from the Friends of TML as to what the money is to be spent on. We believe the designation will honor the intent of Deb Hoover's gift and be for the maintenance of the landscaping.

Removal of Pine Trees. Bob has gotten a quote for the removal of the pine tree hanging over the shed. The quote was for \$1,600.00. There is another pine tree by Main Street that also needs to be taken down. Bob will go back to Richard Lee to see if the town will help with the cost of removal of one or both trees. Bob will report back at our January Board Meeting. It was noted that many of the trees on our property need to be pruned. Charlene will work on getting a general pruning estimate.

Personnel and Policies Report. Charlene presented a revised Memorandum of Understanding between TML and Colby-Sawyer concerning reciprocal library patron privileges. CSC does not want to extend privileges to non-resident tax payers. We are not comfortable agreeing to that item without input and sign off from the Selectmen. Sandra will send the memorandum to Kim Halquist so that she may discuss it with the Selectmen. We should know more by our January Board Meeting.

New Business.

Fees for 2012. The Board of Trustees conducts an annual review of our various Library Fees. Sandra outlined all of our current fees, and she recommended that we stay at our current levels for 2012. A motion was made to maintain our current Library fees for 2012. The motion was seconded and approved.

Staff Compensation for FY 2013. Sandra has discovered that due to the Town's change in insurance benefits that we have been able to reduce this line item in our budget by \$11,600. TML staff raises have been minimal and Sandra's salary has been frozen. Sandra is suggesting that we could provide the staff with 3% raises through the benefit savings and a savings from a difference in pay for our new employees. Even with 3% raises, our budget would remain flat. Sandra said that we do not know yet what the Selectmen are going to recommend for town employee raises. We will not know until early January. However, the Library does not have to follow the recommendation of the Selectmen.

Upcoming Events/Meetings.

Closings. The Library will be closed December 23-24 and December 30 (at 1PM) & 31.

Budget Committee. The next budget committee meeting is scheduled for 1/9 at 7 PM.

Non-Public Session. A motion was made to enter into a Non-Public Session for the purposes of discussing a staff issue. The motion was seconded and approved.

At 5:15 PM, the Board of Trustees returned to Public Session.

Next Meeting. Our next Board Meeting will be Thursday, January 19th at 3:30 PM.

Meeting adjourned at 5:15 PM.

Respectfully submitted,

Lisa Ensign Wood
Secretary