

**Tracy Memorial Library  
Board Meeting Minutes  
December 4, 2014**

**Present:** Casey Biuso, John Garvey, Bruce Parsons, Kristina Regan, Fiona Mills, and Sandra Licks.

**Meeting Minutes.** A motion was made to accept the Board Meeting Minutes of October 16, 2014. The motion was seconded and approved.

**Acceptance of Cash Donations.** A motion was made to accept \$50 in October and \$190 in November. The motion was seconded and approved.

**Committee Reports  
Librarian's Report**

Sandra reported on her meeting with the Citizens Advisory Board on Saturday, November 15th. Twenty people were in attendance plus all town select persons and town administrator Kim Hallquist. Sandra noted that she received wonderfully positive feedback about the library and took all attendees on a tour of the library and also answered questions – some about non-resident fees and playaways. Overall, the select persons were very complimentary. Two people got new library cards and several stayed to check out items. One thing of note was the discussion about the quilt hanging in the computer room. The select persons requested that Sandra pay attention to preserving it as it is the town's bicentennial quilt.

Sandra shared an update on the "buy it now" button for e-books from Simon & Shuster on the New Hampshire Consortium's downloadable books website. She reported that the consortium voted in favor 47-39 of including the "buy it now" button from Simon and Shuster. However, shortly thereafter, Simon & Shuster dropped that provision.

Sandra also reported on the Friends recent annual meeting that began with lecture by Rev. Jay MacLeod. There were over one hundred persons in attendance who listened to his experiences with poverty around the world. The lecture was followed by the Friends' annual meeting. Lisa Wood was elected president, Becca Reeve was elected vice president, Patsy Steverson was elected treasurer and Sally Bergquist was elected secretary. The group also bid a fond farewell to outgoing board members Bruce Avery, Gordon Marshall, Bobbie Hambley and Anne Pankow.

Sandra also reported on the farewell party for Daisy, the reading therapy dog, that was held on October 18. It was very well-attended by families and friends. Sadly, Daisy died shortly thereafter the next week.

Sandra reported that the new reading room furniture has arrived and Cicely Markoff is working on updating the lighting in that room. The next renovating project is working on replacing and updating the seating in the stack room.

Sandra reported that staff enjoyed a holiday party after work on Wednesday, December 3rd.

Lastly, Sandra reported that the previous night's Budget Committee meeting was non-committal and uneventful regarding TML.

**Facilities Committee**

Bruce reported that Frank and Dave met to discuss the necessary work on the retaining wall noting that it encompasses some minor issues – a couple of stones are loose and need to be replaced for safety. There is also some minor patching up needed on the wall.

Bruce reported that Air Design has not returned to continue HVAC work.

Bruce noted that Frank has been working with Pete regarding fixing the runoff problem over the front door.

Bruce reported that they have discovered that the spray insulation foam installed in 2008 has been releasing a smell and that it turns out that the company installed insulation that was too thick so that it will never properly cure. TML need to contact the original company to remove their insulation and install new materials. Bruce is drafting a letter to send off to the company. Sandra noted that this issue was raised within the first year of installation and that a letter was sent to the company and that TML never

received a response. Bruce noted that the current materials are ineffective and need to be replaced as the building is losing considerable heat.

Bruce also reported on issues regarding the capital reserve fund. Bruce recalled that money had been put aside to update the kitchen and add another handicap bathroom, separate from the entryway bathroom, and that we will tentatively begin the process in 2016. The area under consideration is the area where the copier is currently and that the copier would be moved into the circulation area. Casey noted that current bathroom needs an updated exhaust fan. Kitchens will be addressed at a later point as will the updating of other bathrooms in the building.

Dave reported via email that he is still trying to coordinate with Richard Lee to track the drains in the garden via underground camera. He will do more pruning in the spring. The Community Garden is refinishing the small café chairs in the garden. Sandra reported that the snow blower is still on the porch but it is under a new cover and less obtrusive. Dave also noted that he switched out lighting in the display case adding LED lights. Dave also spoke with the generator company and reported that they came back and worked on the generator as planned.

Sandra reported that TML's long-term electrical company Masse has gone out of business. Sandra added that some of the electricians are moving to a new company and that TML will utilize that new company in the future.

Sandra reported that she and two other staff members have been experiencing allergic reactions to something in the building. Sandra reported that she and the two other staff members' eyes are red and teary by the end of each day. Sandra has contacted Madelyn, who has done testing in the Children's Area, and she has sent us an estimate for a building inspection for \$1200.00. Bruce suggested that Madelyn also looks into the new work in the air-handling system as well. An alternative is to relocate a couple of air filters to the affected areas of Sandra's office and the circulation desk. Bruce countered that we need to take care of this issue as soon as possible. Sandra suggested taking the money out of the repairs budget line item. A motion was made and approved to permit Sandra to contact Madelyn from Purely Green Environmental to conduct air quality testing due to three staff members exhibiting symptoms.

## **OLD BUSINESS**

### **Public computer update (Jo-Ann Roy)**

Jo-Ann reported on the computer situation noting that the new Chromebooks are working wonderfully. One problem is the inability to easily open and edit Microsoft documents so there are two Microsoft computers available as well. Jo-Ann also noted that they re-installed time limits on the Microsoft computers as people were overstaying their limit. TML also purchased a wireless HP printer that is cloud-ready and will enable people to print from their devices, but the system is a bit complicated. Jo-Ann is working on handouts for patrons to help them navigate the new printing system.

### **Budget Committee Request**

A motion was made and approved to permit Sandra to present a total 2.1% increase for salaries and benefits to the selectmen and budget committee.

### **Treasurer's Report**

Kristina noted that Sandra has already sent the attorney general our FYE (fiscal year-end) financial statement and investment policy that is due in January. Wendy Johnson of the town has also received our FYE financial statement, which will appear in the town report this spring.

### **CD gift funds**

Kristina provided an update on our one and only gift CD, which currently commingles restricted and non-restricted funds. She directed our attention to a detailed handout that showed which funds are permanently restricted, restricted by use and unrestricted. Kristina met with Mascoma Bank to discuss unbundling the funds and the bank manager noted that we need to provide an updated sheet to them allocating such funds into various places. Kristina will take care of this matter in December or early

January. Then we could prudently break up the CDs into the aforementioned categories without a penalty. Kristina also noted that she deposited the Ensor gift into our current one year CD.

Kristina noted that if we have restricted funds that we can't ever touch, we should consider putting those funds into a longer term CD to obtain a higher interest rate. The one-year CD we currently have yields only 0.35% and Kristina suggested that we at least move our gift funds into a five-year CD, which would bring our interest rate up to 1.75%. We plan to still work with Mascoma Bank and would do this in March when our current CD comes due. Kristina noted that such a move would improve the library's interest income. We would, however, keep the unrestricted Ensor gift in a one-year CD. A discussion was raised about what to do with Deporter fund of \$2,500. Bruce noted that we need to be prepared to explain the increase in interest income to the town budget committee since it would mark a nice improvement in that line item.

#### **FY 2016 draft budget, including salaries/wages**

Sandra walked us through a detailed handout on the upcoming draft budget that she will submit to the selectmen tomorrow and budget committee later. Sandra highlighted that TML is only asking for an overall increase of about 2% that should be looked upon favorably by the budget committee.

#### **LSRVNA Christmas program's meeting room use on Sunday, December 14**

Sandra reported that LSRVNA has requested to use our meeting room for their annual Christmas program. A motion was made and approved to permit their request.

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

- FY 2016 budget due to Kim Hallquist, December 5
- Donald Hall program, December 11, 6:00
- Budget subcommittee on capital reserve funds, December 17, 6:00
- Selectmen discuss TML budget, January 5, 6:00
- Budget Committee (general), January 21, 7:00
- Abbott Library project presentation, January 27, 10:00
- Budget Committee discusses TML budget, February 18, 7:00

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

- Approve fees for FY 2016

#### **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)**

- Billing negotiation for public computing project

#### **NEXT MEETING**

- Thursday, January 15 at 3:30

#### **ADJOURN**

Meeting adjourned at 5:42 PM.

Respectfully submitted,

Fiona Mills  
Secretary