

**Tracy Memorial Library
Board Meeting Minutes
February 17, 2011**

Present: Bob Bowers, Shelby Blunt, Bruce Parsons, Charlene Baxter, Ki Clough, Dave Harris, and Sandra Licks

Absent: Lisa Ensign Wood

Meeting called to order at 3:30 PM.

Meeting Minutes: A motion was made to approve the Board Meeting Minutes of 1/27/11. The motion was seconded and approved.

Cash Donations: A motion was made to accept cash donations to the Library for January 2011 in the amount of \$3,340.00. The motion was seconded and approved.

Librarian's Report: Sandra distributed information about the recruitment of part-time assistants. Applications totaled over 100. The Board approved the selection of the four new hires.

Building/Planning Report: Bruce Parsons will meet with a local architect to discuss conceptual drawings for a revised main entryway. A motion was made to authorize Bruce to spend no more than \$5,000 for these architectural drawings. The motion was seconded and approved.

Pete Swislosky from Bruss Construction will re-price the Bond package in the beginning of March. Discussion ensued about the possible timeframe of this Phase 2 project. The most likely scenario is to start in mid to late May and work through the summer. This will cause disruption during the Library's busiest time, including unavailability of the Stack Room, and temporary use of the old Main Street door as main entrance.

Other items of discussion included replacing the Main Street door for energy efficiency; and refurbishing the old windows.

Dave Harris will meet with members of the Community Garden on February 24 to discuss the landscaping in front. The Friends of Tracy Library are in receipt of a memorial donation to fund this project.

On Monday, Bruss and Biron's Flooring will be at the Library to study the carpeting in the Tomie DePaola Room.

Personnel: Charlene, Ki and Sandra met with Colby-Sawyer College Librarian Carrie Thomas to discuss the new policy regarding borrowing privileges for non-resident staff. The Board discussed the importance of the Town-Gown relationship. A motion was made to review our new policy in November. The motion was seconded and approved.

Old Business:

Donor sign on curved wall. A motion was made to spend up to \$900 to repair the letters and install an acrylic covering. The motion was seconded and approved.

Problem patron. The Board is in receipt of a letter from the attorney of a former patron whose Library privileges were revoked. The letter requests a meeting with the Board. Bob and Sandra will communicate with the Town Attorney about the best way to proceed with such a meeting.

New Business:

Request for Use of Garden. The Board considered a request from the Junior Intern Company at the Barn Playhouse to use the Garden and Lawn for performances on July 22. The request was denied due to many factors, including the high number of attendees and the potential damage to plantings.

Naming policy. The Board discussed the question of naming opportunities for contributions. There appear to be several issues for the Board to resolve, including whether there should be a threshold amount, whether there should be a specified place for all recognitions, whether such recognitions should be limited to being displayed only indoors, and whether there should be a time limit for display, after which the Board would have discretion to place such recognitions in a designated area, or cease to display them. Bruce and Sandra will be speaking with the most recent donor on such issues as it relates to that contribution, and will bring to the Board at its next meeting thoughts on what might go into a formal policy.

Upcoming Meeting/Events

- League of Women Voters, Candidates night, February 24, 7:00-9:00 PM (Whipple)
- Town Elections, March 8, 8:00 AM . 7:00 PM (Whipple)
- Town Meeting, March 9, 7:00 PM (Gym)

Next Meeting. The next board meeting will be Thursday, March 17, at 3:30 PM in the Main Floor Meeting Room.

Meeting adjourned at 5:30 PM.

Respectfully submitted,

Ki Clough
Secretary