

**Tracy Memorial Library
Board Meeting Minutes
February 20, 2014**

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

Meeting called to order at 3:30 PM.

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

Acceptance of Cash Donations. A motion was made to accept \$325.00 in donations in January. The motion was seconded and approved.

Committee Reports

Librarian's Report

Sandra reported on pest control. Set bait traps for mice and sprayed foundation perimeter for ants.

Sandra reported that on January 20 had new pump install in elevator shaft. Replaced for no charge. Pete will come back and do some additional sealing on some corroded areas.

Sandra reported that one of the two circulation pumps off the furnace is leaking intermittently.

Sandra reported that a staff member will be out for eight or nine weeks to care for her elderly parents. Another staff member has been out for approximately a month and will hopefully return to half days soon. Another staff member's husband died recently and will not return until April. Another staff member finishes her last day this weekend to begin graduate school in library science. There is still an issue regarding coverage for nights and weekends until we make a regular part-time hire. Sandra and Jo-Ann are filling in more at the desk. Sandra reports that remaining staff members have been very great about filling in and covering needed shifts.

Facilities Report

Bruce reported that we now have three bids for the HVAC work that Doug Waitt has been coordinating. Dave, Bruce and Sandra will sit down next week to make decisions about choosing a contractor to work with and then discuss with Doug Waitt and then figuring out which projects to work on and when. Depends on the CIP. The contractor bids range from \$110,000 to \$122,000 for the work. Bruce noted that he is not yet reacting to the bids until they sit down and figure out what all the work entails and figure out which things need the most immediate attention. Will re-prioritize based on CIP. May need to do modified work instead of all repairs. Charlene noted that we should be prepared to answer questions on fixing the stone wall as that was discussed at town meeting in 2013. Shelby noted that we should complete the work on the stone wall within this fiscal year. Bruce noted that one of the contractors who have entered a bid is ARC who has done previous work for us.

Personnel and Policies Report

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

Old Business

FY 2015 operating budget & CIP

Sandra reported on her attendance at the town budget committee meeting on Wednesday, February 19. Total operating budget is up 3.6%. Committee wants to cut \$125,000.00.

Sandra noted that TML is where we need to be regarding our budget. However, that doesn't mean that the committee won't come back to us and ask us to trim our budget.

Sandra noted that she needs to have a budget worksheet to hand to the budget committee when we meet with them next week and asked for input on what to include. Bruce inquired whether or not we should include a list of things that we wanted in our budget that we didn't include in the budget. Consensus was to leave budget sheet as it is and maybe mention those things that we didn't include. Sandra asked if one of us could be prepared to discuss our decision not to raise the non-resident fee at next week's budget meeting. Sandra also posited that the committee likely will inquire about computer budget increase.

Charlene inquired about the decrease of \$5,000.00 out of our CIP and whether we should ask about increasing that. Consensus was not to.

Salary & wage discussion

Sandra reported that the selectmen approved a 1.5% increase in raises for full-time positions. Sandra would like to be creative regarding administering raises to part-time staff. Sandra would like to take some more time to meet with staff and continue reviewing personnel before deciding increases. Sandra will report back to us her recommendations and asked for our approval.

Personnel

Sandra reported that Kathy needs a back up to her assistant. Sandra reported that one of the applicants for the other part-time job seems like a good fit to work with Kathy and would like to approach this person about doing so with the board's permission. Sandra also reported that Kathy has asked for a temporary assistant during the month of March as both she and her assistant will be taking vacation during March. Kathy has already identified a colleague at the Grantham library who would be very easy to train and is ready immediately. Shelby and Bruce noted that we should make sure that this person has had a background check. Casey noted how well Sandra has handled this constant shuffling that it would help tremendously to have consistency in the Children's room. Sandra noted that Missy will help Sandra to interview applicants in early March and Sandra hopes to interview three to four people. Charlene commended Sandra on how well she has managed the personnel crises as of late.

"Making the Case" handout

Sandra directed our attention to the handout she created for the budget committee meeting. We will keep the handout to ourselves and hand it out to committee members if need be. Sandra will prepare a brief opening statement to the committee. Bruce offered suggestions to the section on "building maintenance."

db Landscaping

Charlene will send up a follow up letter to Patty.

New Business

Businesses & borrowing privileges

Sandra reported that a local business owner who rents a storefront and lives out of town has asked for a library card. Sandra also sent her a letter explaining TML policy regarding giving library cards to out of town residents. A letter has now been received from the owner of the shopping plaza in town in which the business exists. Sandra suggested that the board now sends a letter. Charlene will draft a letter.

TML policy states that businesses get a library card only if the business name is the name of a real person. Owner of Meadows and Timberland property company that owns Hole in the Fence property would like a TML library card but TML policy eschews issuing a library card to a business.

Charlene suggested that we review TML policy on this issue. Sandra will draft a letter to Meadows and Timberland informing her of TML policy denying a card to property owners in the name of a business, but will notify them that we will be reviewing these policies annually, as per our procedures.

Letter from auditors

Sandra reported that we received a letter noting that we are in deficient in not approving annually our investment policy and filing it annually with the attorney general. We need to do so before the end of the fiscal year. Sandra will put it on our next agenda.

HVAC project proposals

See above.

Staff update and search for new Library Assistant

See above.

Annual reviews

Casey will elicit feedback from committee regarding annual review of Sandra. We will then set a time to meet with Sandra to discuss.

UPCOMING SPECIAL EVENTS / MEETINGS

TML presentation to Budget Committee, February 26

NHLA conference, April 23-24 - Sandra reported that she is planning to take three full-time staff members and Sandy to attend NHLA in April in Whitefield, NH. The cost is \$1,000.00. Board approved request.

OTHER BUSINESS / FUTURE AGENDA ITEMS

Friends update

Sandra reported a letter from IRS stating that the Friends owed a \$2,000 late fee. IRS never received 990 form from 2011. It was not sent through registered mail so cannot track it. Board of the Friends has requested that the IRS waive this late fee.

Town elections (filing period in late March)

Brainstorming ideas for suitable people to run.

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)

NEXT MEETINGS

- Thursdays at 3:30: March 20, April 17

ADJOURN

Meeting adjourned at 4:50 PM.

Respectfully submitted,

Fiona Mills
Secretary