

**Tracy Memorial Library
Board Meeting Minutes
February 21, 2013**

Present: Bob Bowers, Shelby Blunt, Charlene Baxter, Bruce Parsons, Dave Harris, Lisa Ensign Wood and Sandra Licks.

Meeting called to order at 3:30 PM.

Meeting Minutes. A motion was made to accept the Library Board Meeting Minutes of 1/17/13. The motion was seconded and approved.

Cash Donations. There were no cash donations to the Library for January 2013.

Committee Reports.

Librarian's Report. At our last Board Meeting, the Board agreed not to pursue the idea of courtesy notices to our patrons to remind them when materials are due. Sandra advised the Board that the Town Clerk had requested software to provide courtesy notices to property owners as reminder of property tax payments. The Selectmen approved the request and Budget Committee denied the request.

Sandra advised the Board of a patron who has seven movies and two books long overdue. Sandra has been unable to contact the patron, and a certified letter was returned to the Library. The missing materials total \$250.00. The Board asked Sandra to contact the police to see if they know this patron and where he may have moved to. If they do not have any information, then there is very little that we can do at this point.

The NH Astronomy Society has provided a telescope to the Library to be put into circulation for our patrons. The society currently has 60 libraries in NH providing telescopes to their patrons. The Friends of Tracy Memorial Library provided the funds for purchasing the telescope. The cost was \$250.00. Sandra will be preparing a User Agreement that patrons will need to sign before taking the telescope. The patron will be responsible for replacement costs of any items broken.

Sandra thanked the Board for their comments on the Library narrative for the Town Report. The narrative is complete and has been submitted to the Town.

Building/Planning Report. Dave spoke with Donna Ferries about the urns on the Main Street side of the building. She agreed that the plantings last summer were not the best. They will try again this year. If it is not to the Board's satisfaction, then the urns will be moved into Community Garden area. Dave asked if Sandra had heard anything about the plaque being

replaced on the new flag pole. Sandra will follow up with Dick Leach to find out the status of the plaque in memory of Cameron Appel.

There have been some sewer gas issues off and on in the basement area. Pete Swizlowsky is working on a solution. We are waiting for spring to finish the punch list of building repairs associated with the Library Bond. The brown staining needs to be corrected and painting needs to be completed. The Library Bond will be used in full by the end of this fiscal year.

Bruce reported that the Budget Committee asked if we could try to reduce our yearly CIP from \$35,000/year to \$30,000/year. Bruce and Sandra were able to reduce 4 of the years to \$30,000.

Personnel Committee. Charlene advised the Board that Sandra's performance review has been completed. Bob and Charlene performed the review with input from all Board members. There is a list of goals for Sandra for the upcoming year. The list is attached with these minutes.

The personnel committee has made updates/changes to several items in our policy manual. First, tutoring that takes place at the Library...the tutor will have to sign in at the front desk. There are only two areas where tutoring may take place, the meeting room and the NH room. In both areas, the door must remain open. Second, beverages will be allowed in the Library only if they are covered and not used around the computers. Third, cell phones are not to be used in the Library. They are to be silenced in the Library and patrons must go outside of the Library to make and receive calls. Fourth, pets are not allowed in the Library with the exception of pets used to help the disabled.

The personnel committee reviewed our Library fees as is required every year. The committee recommends raising non-resident fees \$10.00 to \$60.00. We currently have 200 non-resident patrons who account for 18% of our circulation. The non-resident fee is an area that the Budget Committee asked us to look at raising since it is still below what taxpayers "pay" for the Library per household. A motion was made to raise the non-resident fee by \$10.00 to \$60.00 beginning July 1, 2013. The motion was seconded. The motion passed 6 to 1.

A motion was made to assess a \$5.00 per day late fee for the new telescope. The motion was seconded and passed. There will be no other changes to Library fees for the next year.

Old Business.

2014 Budget. Our proposed 2014 Library budget was presented to the Budget Committee with Sandra, Bob and Shelby in attendance. Based on discussions at the meeting, Sandra made some revisions to the proposed budget. Sandra presented these changes, which include increased income and decreased expenses specifically around heat and electric. A motion was made to accept the amended proposed budget. The motion was seconded and

approved. Sandra will send the amended proposed budget to Kim Halquist. Sandra will attend the next Budget Committee meeting to answer any questions.

New Business.

Meeting Room Special Exemption Request. The Community Garden has requested a special exemption to use the Meeting for two Mondays this spring and for one Sunday in June for their annual garden party. A motion was made to grant this special exemption. The motion was seconded and approved.

Cleaning & Snow Clearing Contract. Our current cleaning and snow clearing company, Goodwill Industries, has given 30 days notice with services ending on 2/28/13. The Town has received 5 bids from new companies interested in the contract. They will be making a decision before the end of the month. The cost of cleaning and snow clearing is likely to increase.

Librarian's Vacation. Sandra will be on vacation during the week of March 4th. Jo Ann Roy will be in charge during Sandra's vacation.

Next Meeting. The next Board Meeting will be Thursday, March 28th at 3:30 PM.

Meeting adjourned at 5:20 PM.

Respectfully submitted,

Lisa Ensign Wood
Secretary