

## **TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES**

### **MEETING MINUTES**

**Thursday, 23 February 2017 at 5:00 pm**

**Present:**     **Mr. John Garvey (2017) Chair**  
              **Ms. Wendy Dumais (2018)**  
              **Mr. Matt Hubbard (2018)**  
              **Mr. Gordon Terwilliger (2018)**  
              **Ms. Annie Beck (2019)**  
              **Ms. Nancy Mahar (2019)**  
              **Ms. Sandra Licks**  
              **Minute-Taker Ms. Laura Halkenhauser**

#### **PUBLIC HEARING 5:30**

Pursuant to NH RSA 202-A:4-c, the Board of Trustees of Tracy Memorial Library will hold a Public Hearing for the purpose of accepting and expending an unanticipated, unrestricted donation in the amount of \$12,500. – This was a gift of Patty Brewster

The estate stipulated that the money be used for the betterment of the building. Updating the AV room is where Ms. Licks thinks the money would be best used.

Ms. Beck made a motion to use the \$12,500.00 gift of Patty Brewster to maintain, repair and improve the facility. This motion was seconded by Ms. Dumais and was unanimously approved.

#### **MEETING MINUTES**

##### **Call to Order: 5:02**

##### **MEETING MINUTES:**

- A motion to approve the minutes of 20 December and 17 January, was made by Ms. Mahar, seconded by Mr. Terwilliger and unanimously approved.

#### **ACCEPTANCE OF CASH DONATIONS**

- Ms. Mahar made a motion to accept \$1,350 donated in January, Ms. Beck seconded the motion and it was unanimously approved.

#### **COMMITTEE MEETINGS & REPORTS**

• **Library Director's Report** - Thursday March 2, 2017, will be designated as "Timmie Poh Day" to celebrate her 35 years of service as a TML employee. At this year's Winter Carnival 2017- The Friends of TML co-sponsored, with the New London Police Association, "Toe Jam Puppet Band" February 17 at 4:00 at Whipple Memorial Town Hall. TML will be closed for the Koha Library Software staff training on March 28<sup>th</sup> & 29<sup>th</sup>. The previously scheduled AV renovation will not coincide with this closure and will be rescheduled. Play-Away circulation has fallen away, therefore, they will be discontinued and donated to location where they will be used.

March 10<sup>th</sup> the regional competition of the 12<sup>th</sup> annual Poetry Out Loud will take place at New England College. Ms. Licks has been invited to be 1 of 5 judges.

- Ms. Beck made a motion to go forward with the plans to celebrate Timmie Poh, Mr. Hubbard seconded the motion and it was unanimously approved.

• **Treasurer's Report** – As reported by Mr. Hubbard: This is the last report from 2016 and marks the halfway point in our fiscal year. Finishing up, the Robert J. DePorter Gift will end this year and the wage study project has ended. Two times a year, the payroll is bigger

December/January and July/August. Because of this we were in the negative and because of the cash flow issue, we took \$20,000 from our CDs and transferred it to the bank account for the children's department repairs. We did an annual sweep of the interest from the CDs. Our fuel line item may be less however the electric may run over because of the use of dehumidifiers and fans to dry the Tomie dePaola room. The repairs to the Children's department will be reflected on the next quarterly report.

• **Facilities Committee** - Ms. Beck reported that the Tomie dePaola Room floor is coming along nicely. It took at least a week to make sure that the glue and all residue were removed. The concrete has taken longer to dry over the radiant flooring than originally thought. The area is getting new paint and carpet, everything is getting spruced up. TML received an extra bill for the additional time of the workers. Next week – the stairwell project will resume. On the outside, the front railing has been hit again and now it is weak. After spring, the concrete wall will be built up.

• **Personnel & Policy Committee** - No report, the committee is working on the final draft of the policy and will be discussed at the April meeting. There will be no BOT meeting in March due to the town meeting and work being done in the library.

### **OLD BUSINESS**

• **FY 2018 Budget Update** – Ms. Licks attended two more budget meetings with the town Selectmen and realized that one of our line items was left off - \$15,600 for cleaning contract. Feb 8 public hearing at Whipple Hall, mostly dept heads – Library was not mentioned.

**Onto town meeting in March -**

### **NEW BUSINESS**

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

- Town elections, Mar. 14 7:00 am – 7:00 pm, Whipple Hall
- Town meeting, Mar. 15 @ 7:00 pm, Outing Club Gymnasium
- Koha training for staff, March 27 – 29 (Library closed) – Need to advertise
- Library Director on vacation, week of April 3

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

- Three-year review of policies (2<sup>nd</sup> half), April
- Review investment policy, April
- Library records retention (financial, personnel, minutes), TBD
- Consider purchase of new generator, TBD
- Ms. Beck suggested the possibility of coordinating one central calendar

**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**

- [skip March due to Town Meeting]
- Tuesday, April 18 at 5:00 pm
- Tuesday, May 16 at 5:00 pm
- Tuesday, June 20 at 5:00 pm

- Set summer dates at meeting in April

**ADJOURN 5:34**

Respectfully submitted,  
Laura Halckenhauer