

## **Tracy Memorial Library Board Meeting Minutes**

**March 12, 2015**

**Present:** John Garvey, Bruce Parsons, Frank Anzalone, Dave Harris, Kristina Regan, Sandra Licks, Casey Biuso

**Meeting Minutes:** A motion was made to approve minutes from Feb. 19, 2015. The motion was seconded and approved.

**Acceptance of Cash Donations:** A motion was made to accept \$150 in February. The motion was seconded and approved.

### **Committee Reports**

#### **Librarian's Report:**

Sandra reported that she is in the process of completing the Annual Report to be submitted to the state.

Missy Carroll had filmed a spot promoting TML's Homebound Delivery service on the local cable channel

Sandra noted that staff performance reviews were to begin in April.

On May 16<sup>th</sup> the Friends of the Library will be hosting a children's author's event, which will be held in the morning to allow for families to be involved. Sandra felt that this was going to be a great event based on the adult author's event.

#### **Treasurer's Report:**

Kristina presented the Investment Policy, which needs to be reviewed annually. There are no suggested changes to the policy this year. Motion was made to accept the policy as is. Motion was seconded and approved.

Kristina reported that because of the cost overflow due to the recent flood that money was used from the Ensor funds until compensation can be received from the insurance company. Kristina was complimentary of Mascoma Bank's generosity not to charge a penalty for the early withdrawal of the money from the CD. She noted that it was verbally offered (by the acct manager) to allow for such withdrawals for unforeseen expenses going forward without a penalty too. The board agreed that it would best to have that agreement in writing. Kristina agreed to go back and see what could be done.

Kristina noted that our CDs came due on March 1 and wanted all gifts in that CD to be placed in a 5-year CD. She felt that with so little return on shorter 1-year CDs that it would be the smartest course of action. Motion was made to do so. Motion seconded and approved.

#### **Facilities Report:**

Frank reported that the radiant heat system of the Tomie Room has been repaired and new plywood has been sealed and did not have an odor. Carpet tiles have been ordered and will be delivered in the coming week. Installation will take place on the 23<sup>rd</sup>. It is noted that the carpet tiles were chosen instead of the hard flooring (linoleum/marmoleum) against advice of some board members. Staff was made aware of potential allergen issues (carpet fibers potentially holding onto more allergens than a fully washable surface) but the tiles were chosen for comfort.

Ceiling tiles have been replaced and the lenses of the lights are also being replaced as they are discolored and old. LED replacements have been researched but at the time it is cost prohibitive. Frank noted that eventually LED replacements would be a better choice. Dave is working with Eversource (PSNH) to see if moneys might be available to replace the light fixtures.

Currently, insurance may not cover an estimated \$5k from air quality testing and \$6k from the ceiling tile replacement. The board considered asking if the Friends of the Library could help with some of the unforeseen (11K) costs but was hesitant to ask as the FOL funds could be used for furniture repair or AV room redesign. It was agreed to wait and see how we are financially at the end of the project.

The projected opening of the Tomie Room could be March 31<sup>st</sup>. Kathy's partial move back into the space has gone well.

Dave has scheduled the camera to explore the dry well for 1 hour April 29<sup>th</sup>. Cost: \$500. He would advise that the French drains around the building to be connected into the dry well.

### **Personnel and Policies:**

Sandra's evaluation needs to be done. Casey said that she would present the evaluation to the board for input. Upon approval of the evaluation form the Personnel committee can start the evaluation process.

### **New Business**

Dave had received a secondary quote for refurbishing furnishings but still felt strongly about the 1<sup>st</sup> quote due to price technical differences. He needs to verify how long the first estimate is good for and perhaps we can do a piece at time. It was agreed to find an appraiser to better understand the worth of the furnishings and art to better understand what was needed for insurance. Sandra would like to not have the FOL pay for the entire project as she would still like to keep some funds for the AV room remodel.

Kathy and Sandra have discussed a week-long re-opening celebration with free prizes and a special drawing. All agreed that it would be a great way to bring any families back that had been staying away during the reconstruction.

The Community Garden has asked for use of the mtg room for a Monday morning kick off. This has been an annual request. Board approved.

### **Upcoming Special Events/ Meetings**

Frank said he would volunteer to be the TML representative for the Abbot Library project presentation, March 24<sup>th</sup> if Bruce confirmed that Abbot would like someone there.

Filing period is approaching and there was some general discussion of candidate possibilities.

Sandra noted that the 2016 budget deliberations have been going well with no cuts currently recommended for the Library.

Thursday's Child to benefit Friends and Community Garden is planned for April 30<sup>th</sup>.

### **Other Business/Future Agenda Items**

Frank presented marked up changes to the sketches by Bruce for a new handicap bathroom. To proceed he will go to Pete for bid pricing. Bruce noted that because this is a CIP item we may have to reevaluate the priority and perhaps we switch the new bathroom (meant for FY 2017) with the upstairs air handler (meant for FY 2016).

Bruce noted that he and Sandra will work with Kim Hallquist (Town Administrator) to discuss how to go forward with the Foremost Construction attic insulation bad installation. The issue is on going.

New London Hospital Day's Committee would like to send in an application for use of the community garden for the 2015 Hospital Days. Sandra will send Casey the application to pass along to the committee.

**Non-Public:** Motion made to enter into non-public. Motion seconded and approved. 4:50pm

Non- public closed 5:18pm

**Next Meeting:** Thursday, April 16<sup>th</sup> at 3:30

Adjourn: meeting adjourned at 5:18pm

Respectfully submitted,

Casey Biuso