

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

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

Meeting called to order at 3:34 PM.

**Meeting Minutes.** A motion was made to accept the Board Meeting Minutes of February 20, 2014. The motion was seconded and approved.

**Acceptance of Cash Donations.** A motion was made to accept \$100.00 in donations in February. The motion was seconded and approved.

**Committee Reports**

**Librarian's Report**

Sandra reported that the pest control came on Monday, 3/17 and determined that ants were coming in from one of the columns in the Tomie de Paola room. This follow up application was free of charge. Sandra noted that the original treatment was \$200.00, which included baits for rodents as well. Sandra reported that she is still waiting for the additional sealing in the elevator shaft to be completed as a follow up to the water in the past few months. Again, this follow up service will be free of charge.

Sandra happily reported that on Monday the circulation desk manager returned after ten weeks of personal leave to care for her ailing elderly parents. Another staff member who has been out for eight weeks also returned to work at the circulation desk and has assumed a new reduced schedule of 13 hours instead of 19 hours. Sandra is still awaiting the return of a staff member whose spouse recently died and noted that the staff member will return on April 1.

Sandra reported that she will be meeting with each staff member to evaluate their performance and that she will have recommendations pertaining to raises available at our next meeting in April. Sandra noted that staff members complete a self-evaluation in which they evaluate their performance as well as their interactions with other staff members.

Sandra reported that the reference section has been pared down and that reference books have been integrated into the regular collection and are located in one area. She noted that the legal reference books are the most popular reference items.

Sandra provided an update on a patron who is the mother of two non-resident children who have accumulated fines of \$60.00 and that this patron has requested that the fines be waived or reduced. Kristina inquired as to whether or not TML might send out overdue notifications via email. Sandra reported on the difficulties of doing so and noted that the board explored this issue last year and determined not to do so. Currently, patrons are mailed an overdue notification after an item is overdue by two weeks.

**Facilities Report**

Bruce reported that there are not any issues to report. He did note that the walkways are flooded as of late.

Both Bruce and Charlene noted that TML is still listed incorrectly on db landscaping website.

Dave noted that he may not be able to put out the rain chain because of the amount of snow before he leaves on vacation April 1st. Bruce agreed to do this for Dave.

**Personnel & Policies Report**

Nothing to report.

**Old Business**

## **FY 2015 operating budget & Capital Reserve**

Sandra reported that she has not heard anything from the town budget committee since the last town budget meeting. Sandra noted that proposed TML budget was left intact.

Sandra reported that April 7 is the date for the public hearing approving the town budget.

Charlene noted that we have asked the town to spend \$30,000 out of the capital reserve this fiscal year that we intended to spend next fiscal year to fast-track the air-conditioning portion of the HVAC upgrades.

Charlene inquired whether or not we can fix the stone wall this budget year. Bruce responded that it is difficult to get estimates and confirm a start date as it is buried under snow. Bruce is trying to find someone who can do the repair work by June 30. We will at a minimum have received the bids and committed the funds by June 30.

## **HVAC project update**

Bruce reported that they met with Doug Waitt to discuss the HVAC project. They have broken it down into three phases with phase one to begin during this budget year for about \$7000.00. Phase two would consist of installing air conditioning in the downstairs areas that are not currently air conditioned for about \$30,000.00. The project is projected to begin on July 1. Phase three would consist of replacing the York unit for about \$50,000.00. The money for phase three will come out of the capital reserve for FY2016. Bruce included a comprehensive handout detailing the HVAC work to be done. He reported that the focus is on replacing thermostats and other things that are out of date in order to make the HVAC system work more efficiently. Bruce noted that the CO2 air exchangers are running non-stop and adding sensors will allow the system to function much more efficiently. Charlene noted that we have enough money in our budget to cover the expenses in phase one. Sandra noted that there may be some savings from this year's capital reserve that can be put towards the capital reserve for next year. Shelby noted that she will check and make sure that if we do not use some of the capital reserve funds that those excess funds remain in the capital reserve and can be used for other items.

Bruce made a motion to approve no more than \$10,000.00 to complete phase one of the HVAC project. Shelby seconded the motion. Motion was approved.

Bruce reported that of the three contractors that they received bids from, they have decided to hire Air Design as the general contractor for the HVAC projects. Bruce noted that they were the lowest bidder and that the tech person is located in Sunapee. Dave noted that he and Bruce will evaluate the contractor after phase one is complete and Bruce reminded us that Doug Waitt will be in charge of ensuring that the work is completed effectively and efficiently. Sandra agreed to ask Air Design for some customer feedback/references. Bruce noted that he will make sure that Air Design gets set up by July 1 so that the air conditioning work can begin immediately. Sandra noted that we can commit to Air Design after our budget is officially approved at town meeting in May. Bruce noted that once the air conditioning is in place downstairs, we will remove the dehumidifier that has caused so many issues in the past.

## **Hiring of part-time assistants**

Sandra reported on her efforts to replace a part-time staff member. Sandra reported that she received 30 applications and after reviewing the applications, she noted that one of the applicants looked well-suited to assist in the Children's Room. Sandra reported that she has made two hires - one for the circulation desk and one for the Children's Room. Sandra and Missy interviewed two applicants both of whom were fantastic and Sandra ultimately decided on one based on their personal references from people in town. Sandra noted that she has good tech background and a great personality and lots of customer service experience and a BFA as well as an Associate's degree and is also a Hospice volunteer. She will be working ten hours a week and begins training on March 31st. Sandra reported how happy she is about this hire.

Sandra reported that she has hired a person to assist Kathy in the Children's section. The new person ran a school library for a year and has a very enthusiastic personality and has great background working with children and will work five hours a week including every other Saturday.

Sandra reported that as mentioned at last month's meeting, she made a temporary hire to assist Kathy in the Children's Room during March and April until the permanent hire begins in the Children's area.

## **New Business**

### **Review investment policy**

Charlene reported that our investment policy was last reviewed in 2007. Shelby gave a brief overview of the current policy and included a detailed handout. Shelby noted that smaller gifts have been entrusted to TML directly while large gifts have been entrusted to the town. Shelby noted that TML has over \$100,000, but we are not earning that much interest on the investment. Shelby also noted that the money is held at Mascoma Savings Bank and that the money sits in one CD and earns about \$40.00 per month. Shelby noted that this policy makes sense.

A motion was made to approve this policy and it was seconded and approved.

Charlene noted that we should make a note to review the investment policy each year. Charlene suggested that we do so in January of each year as we review our library fees each January.

### **Review resident and non-resident borrowing policy**

Charlene reported that we had agreed to review our resident and non-resident borrowing policies in relation to the recent inquiries from New London business owners for TML library cards. Current TML policy states that businesses get a library card only if the commercial real estate is in the name of a real person.

Charlene has asked Personnel & Policy committee to work up some language regarding potentially revising our policy on issuing library cards to non-resident commercial property owners.

### **Community Garden request for special exception to meeting room policy**

Sandra reported that the Community Garden has requested three dates to use the meeting room on dates that are not usually permitted. Monday, April 21; Sunday, June 22; and Monday, September 29.

### **New Pew Research report on library usage**

Sandra directed our attention to the online Pew report on library usage. Charlene noted that she will write a letter to the editor to remind our community of how great TML is and will utilize some of this data in her letter.

## **UPCOMING SPECIAL EVENTS / MEETINGS**

- **Filing period for Town election candidacy, March 26-April 4**
- **Budget Committee public hearing, April 7**
- **NHLA conference, April 23-24 (4 staff members attending)**
- **Thursday's Child at New London Inn to benefit Friends and Community Garden, May 1**
- **Library Director on vacation, May 2-11**
- **Town Elections, May 13 and Town Meeting, May 14**
- **NHLTA conference, May 19**

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

- **Friends update**  
Sandra reported that the IRS waived the outstanding fee.
- **Part-time wage discussion (April)**

**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 MEETING**

- Thursday, April 17 at 3:30

**ADJOURN**

Meeting adjourned at 5:05 PM.

Respectfully submitted,

Fiona Mills  
Secretary