

**Tracy Memorial Library
Board Meeting Minutes
March 28, 2013**

Present: Bob Bowers, Charlene Baxter, Shelby Blunt, Bruce Parsons, Casey Biuso, Lisa Wood, and Sandra Licks

Absent: Dave Harris

Board meeting called to order at 3:35 PM.

Meeting Minutes. A motion was made to approve the Board Meeting Minutes of February 21, 2013. The motion was seconded and approved.

Acceptance of Cash Donations. A motion was made to accept cash donations to the Library of \$25.00 for the month of February. The motion was seconded and approved.

Committee Reports.

Librarian's Report. Sandra has reviewed our current magazine and newspaper subscriptions to see if she could cut back. She has reduced the magazine subscriptions from 69 to 60 and stopped the subscription to the Wall Street Journal. Her decisions were based on usage, and the cuts will save the Library \$250 annually.

The Library computer anti-virus software was set to expire. New anti-virus software was purchased and installed. There was a conflict with the Library's public computers when the software was installed. Systems Plus was called in to troubleshoot the issue. Sandra is planning to replace two laptop computers this year. The new laptops are for Kathy Tracy and Jo-Ann Roy.

Sandra would like to put notices by the public computers that state that there are limits to the level of assistance that Library staff can give to patrons using the public computers. The notices would also state that the public computers are limited to 30 minute sessions and that there is privacy software on the public computers that wipes the history clean when a patron logs off. The Board agreed with Sandra and gave the approval for those notices to be posted.

Sandra reported on some recent events in the Children's Area. Kathy Tracy and Mrs. Hyson (KRES-NL Librarian) hosted a 1st graders night at the Library. It was a great success with over 50 people attending. Kathy has created a blog where she talks about upcoming children's library events and discusses new books. The blog is interactive so that children can add to the discussion.

Building Committee. Bruce reported that there was a leak in the stack room roof. It was a minor leak that fortunately fell between the stacks, so that no books were damaged. The area on the roof has been patched. The roof did not leak during the next snowstorm. In the next few years, the roof on the stack room is due to be replaced. Pete Swislowsky is putting together a proposal for reroofing this section.

Bruce reported that the intermittent “sewer” smell in the Children’s Area is gone. In the future, when the dehumidifier is turned off in the fall, the trap needs to be removed and cleaned. This was causing the odor.

Planning Committee. There is a small punch list of items to be finished related to the construction project/library bond. These will be handled before the end of the fiscal year on June 30th. At this point the library bond work will be completed and the funds used completely.

Personnel & Policies. Charlene reported that all the signage is in place for the updated Library policies that the Board put into effect at the last Board Meeting. Also, the tutoring sign-up process is in place.

Old Business.

FY 2014 Budget. Based on the Town’s new cleaning contract, we have had an increase to two line items in our 2014 budget. First, the new contract does not include snow removal for the Library, so that line item has increased by \$3,500. Sandra and Bruce will work together on an RFP for this work. Second, the new contract does not include annual carpet and window cleaning, so that line item has increased by \$1,000. Even with these changes, our 2014 Budget is still \$5,000 lower than what we presented to the Budget Committee in February.

Board Member Positions. After two terms on the Library Board, Bob and Lisa will be off the board in May. Please be thinking about possible candidates who might run for election to the Library Board of Trustees. The filing period is 3/27 – 4/5.

New Business.

Gift. Sandra reported that the Library is set to receive a gift of \$2,500 from the estate of Don and Margaret Radasch. Margaret was a dedicated volunteer at the Library. The trust company (Charter Trust) for the estate has asked the Board to sign a release before issuing the check. A motion was made to authorize Bob Bowers to sign the Charter Trust Funds Release and Receipt Acknowledgement on behalf of the Library Board of Trustees. The motion was seconded and approved. A copy of the release is attached. We will hold a public meeting to accept the funds when the check is issued.

Upcoming Meetings/Events.

Budget Committee Meeting: Wednesday, 4/3 at 7:00 PM

Budget Committee Public Hearing: Tuesday, 4/9 at 7:00 PM

Thursday's Child Dinner: Thursday, 5/2 (benefits Friends and Community Garden)

Town Election Day: Tuesday, 5/14 8:00 AM to 7:00 PM

Town Meeting: Wednesday, 5/15 at 7:00 PM.

Next Board Meeting. The April Board Meeting will be on Thursday, 4/18 at 3:30 PM.

Meeting adjourned at 4:45 PM.

Respectfully submitted,

Lisa Ensign Wood

Secretary