

**Tracy Memorial Library  
Board Meeting Minutes  
April 14, 2011**

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

**Absent:** Ki Clough, Sandra Licks

Meeting called to order at 3:35 PM.

**Meeting Minutes.** A motion was made to accept the board meeting minutes of March 3, 2011 (public and non-public) and March 17, 2011. The motion was seconded and approved.

**Acceptance of Cash Donations.** A motion was made to accept cash donations to the library for the month of March in the amount of \$250.00. The motion was seconded and approved.

**Committee Reports.**

**Treasurer's Report.** Shelby presented our Revenue and Expenses balance sheet for the first quarter of 2011. This balance sheet reflects the 6-month budget. The 12-month budget will begin in July. The only area of question was the amount spent on advertising and background checks for the open library positions and new library employees. The board decided that this expense should go under our Special Projects category.

**Planning/Building Report.** The revised quote from Bruss came back with prices higher than in the original. Bruss is going back out to subcontractors for better pricing. Bruce advised the board that the numbers are getting closer to where we need to be. Bruce will sign an agreement with Bruss as soon as the revised quotes are complete. Bruce will sign an agreement with John Poston this next week for the refurbishment of the original windows. A motion was made to authorize Bruce Parsons to execute documents in conjunction with the Selectmen for final contracts with Bruss Construction and John Poston. The motion was seconded and unanimously approved.

Bruce will be working with Sandra to prepare a grant request to Mascoma Bank for the new front entryway. Bruce presented the water color renderings of the new front entryway designed by Frank Anzalone. These renderings will be used with the grant application. The board agreed that the plans and renderings look wonderful. There is \$20,000 in the bond reserved for the front entryway. Bruss has quoted the project at \$59,000. We will be looking for the remaining money needed to come from the grant.

Dave is continuing work on the front landscaping plan with Donna Ferries and Diane Jensen (from the Community Garden at TML). They are meeting with two landscapers to bid the job, Glenn Bonewald and Glenn Irick. The bids will include grading, walkways, grass and plantings. The two trees bordering Main Street might be paid for from the Tree Warden's budget. Dave will check with Dave Carey to see if this is possible. Dave, Donna and Diane will be marking out the garden and landscaping next week. They are hoping that the entire landscaping project will be complete before June.

**Personnel & Policies Report.** Charlene advised the board that she and Ki will be working with Sandra and Kathy to revise the Volunteer Policy as it applies to the Children's Area.

**Non Public Session.** A motion was made to enter into a non public session to discuss a patron issue. The motion was seconded and approved at 4:00 PM. Non-public session ended at 4:45 PM.

### **Old Business.**

**Children's Area Air Quality.** The two air quality reports have shown that there are no air quality concerns in the Children's Area of the library. Kathy Tracy returned to work on April 5<sup>th</sup>.

**Memorial Donation for Front Landscaping.** Bruce and Sandra met with Deb Hoover and family to discuss the front landscaping plan to honor her mother. They approved of the plan. Bruce has been working with Deb on the wording and size of the memorial plaque honoring her mother to be placed in the garden. He presented the wording and size (8x12) to the board. A motion was made to approve the plaque as presented. The motion was seconded and approved.

### **New Business.**

**Letter from Patron about fines.** A letter was sent to Sandra regarding fines accumulated by a patron for dvds and other materials he was having difficulty returning due to the library hours and his work schedule. In the past, dvds and cds were not able to be returned via the library book drop. This has changed and ALL library materials are able to be returned via the book drop. Bob will advise Sandra to reply to patron to thank him for his letter and let him know that he may return all materials via the book drop thus avoiding fines in the future.

### **Upcoming Meetings and Events.**

\*Sandra is on vacation from 4/11 through 4/25.

\*New Library Trustees Association conference is May 9<sup>th</sup>.

**Next Meeting.** Our next board meeting will be Thursday, May 19 at 3:30 PM

Respectfully submitted,

Lisa Ensign Wood  
Secretary