

Tracy Memorial Library Board Meeting Minutes

April 16, 2015

Present: John Garvey, Bruce Parsons, Frank Anzalone, Kristina Regan, Sandra Licks, Casey Biuso and Fiona Mills

Meeting Minutes: A motion was made to approve minutes from March 12, 2015. The motion was seconded and approved.

Committee Reports

Librarian's Report:

Sandra reported that she is in the process of conducting annual reviews of each staff member after which she'll set the part-time wages effective July 1. Sandra noted that she incorporates self-evaluations in her meetings, which she has found very helpful.

Sandra reported that the Children's Authors Friends-sponsored event has received seven applicants and Connie Appel is heading up that event. Lisa Wood and Sandra met with Cicely Markoff, interior designer, to evaluate the seating in the Stack Room towards which the Friends have dedicated funds towards – replacing two ratty chairs with two wingback chairs similar to the ones near the fireplace. Lisa has suggested a farmer's table with six chairs to accommodate patrons with laptops. They will also reupholster the ratty fabric on the window seats. May also redo seating in the Teen Space, if they have the funding. Sandra reported that Kristin Hubbard, Laura Lorio and Lisa Wood are devising a plan to revive the Friends display area near the circulation desk.

Sandra provided an update on the status of digital magazines available to TML patrons. She noted that it is a one year trial project in partnership with Barnes and Noble Nook.

Sandra reported that Jo-Ann has been working hard to fix the issues that patrons are encountering with printing and hopes to have those issues resolved soon.

Sandra shared updates on the Children's Area. Kathy Tracy reports that story time numbers are back up to approximately ten children per group. Windy Hill and the Early Learning Center come in once every week and Kathy goes into ABCs once a month as well. Currently, Kathy is wrapping up Spring Fever Flicks with about thirty children in attendance per session. Most recently, Kathy co-hosted a first grader program with KRES to introduce kids to the library with over seventy children and family in attendance. Kathy also has plans to team up with the KRES librarian to host a "Great Stoneface Awards" party. Lastly, Kathy purchased some new seating in the youth section. Overall, Kathy notes that attendance has been increasing recently, in part due to the nice weather, and due to the newly installed police officer serving as a crossing guard.

Treasurer's Report:

Kristina reported that we have invested our 5 year CDs at Mascoma as previously discussed. Kristina highlighted that the bank manager has provided us with a letter stating that TML can take money out of the CDs if need be in case of an emergency without incurring a penalty.

Kristina walked us through the latest profit and loss sheet as well as the balance sheet. Kristina pointed out that we had to dip into our Ensor CD to prevent a cash flow crunch given all of the bills associated with the children's area. That cash inflow was accounted for as a separate line item on the profit and loss sheet as per Patsy's suggestion. Kristina will be touching base with Patsy and inquiring if that should indeed be in the income statement even though this is a one-time type of situation. Kristina then walked us through the library's balance sheet so that the trustees could better understand where our money is located at Lake Sunapee bank for our checking account while having our three CDs at Mascoma bank. She also reported that we are spending down the DePorter account, which is to be allocated towards landscaping needs. Before closing, Kristina noted that if we get insurance money for the damage to the library, Mascoma Bank would let us put that amount back with the other three CDs. A motion was made and seconded to accept Treasurer's report.

Facilities Report:

Frank reported that the Tomie dePaola room is now open and functioning.

Sandra reported that Mike Fowler from Fowler Pest Control has visited twice already to lay bait and will make a third visit some time in the fall.

Sandra noted that she has a quite sizable list of ongoing little things for Pete to take care of throughout the year. She also noted that she has had to call HVAC company twice in the last month regarding the boilers – specifically, gray sludge coming out of the condensation line.

Sandra noted that Stearns will be here on April 29 to use camera to look at drainage lines in the TML back garden.

Frank inquired about the battered rails out front in the parking area. Frank suggested that we replace the current rails and give it one more shot before we replace them with bollards. John suggested outdoor cameras that could capture a person's license plate when he/she hits the rails. Bruce noted that there has not been any damage to the railings since the reconfiguration of the parking areas out front. Sandra underscored that we do not have money in the current budget to pay for this repair. We will get a new estimate and then revisit this item in the future. Frank suggested that we repair the concrete and the rails at this point.

Personnel Report:

Casey reported that she is waiting to receive a few evaluations of TML director that are still outstanding and Casey will call a meeting with Bruce and Sandra to evaluate Sandra.

OLD BUSINESS

FY 2016 budget

Sandra reported that budget committee meeting went very smoothly and all is on track for the town meeting in May.

Reopening celebration for children's area

Sandra reported there has been a great response to the celebrations for the recently re-opened Children's Area.

Insurance claim status

Sandra reported that she has not yet heard back from the insurance adjustor even though she has communicated with him several times since his last report on March 20. Sandra has contacted the insurance company directly and they are looking into the status of the claim. Frank suggested that Sandra discuss this matter with Kim Hallquist. Sandra also reported that Servpro has recently contacted her to note that they have not yet been paid from the insurance company as of yet. Sandra underscored that we have a cash flow issue as a direct result of the outstanding insurance claim money and she may be unable to reimburse the Town for pay roll on time next month. John offered to get involved, and Bruce suggested that we give them one more week before getting legal involved.

Attic insulation update

Sandra reported that we sent out a strongly worded letter, thanks to Bruce, John and Frank, to the owner of the construction company and he showed up on the 13th with the insulation subcontractor to assess the insulation problem. They are bringing in a scientist to identify what areas are faulty and what caused the fault and they noted that they will make good on the problem. They seem to blame the product for the failure.

Bathroom update and capital reserve plan

Sandra reported that Pete has given us a price for installing a second bathroom on the main floor of approximately \$30,000. Sandra brought our attention to our original plans in the CIP to overhaul the mechanical systems for approximately \$55,000. She pointed to a handout laying out the costs for a new bathroom on the main floor, a redo of the staff bathroom on the ground floor, and upgrading existing main floor bath. Both Frank and Bruce emphasized the necessity of redoing the ground floor plumbing system. Sandra pointed out that we have already shared our CIP with the town and we would need to submit a new CIP proposal. Frank noted that we could simply do the work on the ground floor bathroom for \$9,000 and we would have to take money out of operating budget, which Kristina raised some objections to. Casey raised concerns about the disruption caused by redoing ground floor bathroom coming on the heels of the Children's Area recent closure. Bruce and Frank emphasized that the current first floor bathroom is not up to code regarding handicap accessibility. Consensus was to take more time to decide what to go ahead with. Frank noted that even though the current bathroom does not meet the current code requirements there are no rules that require us to update the bathroom. Frank also noted that he would like to see the lower level sewer pump and associated questionable piping issues resolved sooner than later as failure of the piping would be very unpleasant.

John inquired into the parameters of putting off usage of CIP money and whether or not we can use CIP funds for new issues other than that which the money has been previously designated for. John wondered whether or not we could use money from the CIP to cover expenses for the recent flooding and damage.

Loan of Jane and James Tracy portrait paintings

Sandra updated us on the potential loan of Tracy family portraits. The Tracy family has asked us to cover the annual insurance cost of \$4.00 per year; however, we would be liable for the \$1000 deductible should anything happen to the portraits. Sandra noted that we could discuss our discomfort with taking on such liability with the Tracy family and see if they might be willing to cover the deductible, or split the difference. John suggested some simple re-wording of the contract to reflect that. Sandra suggested placing them in the niche in the Reading Room. Concerns were raised about finding an appropriate place to hang the pieces. Sandra will report back to us.

NEW BUSINESS

Part-time staff resignations

Sandra reported that within two weeks of each other, Sandra has received two resignations. One was from Sandy who will depart as of May 1. Janet has also resigned effective as of May 2. Sandra noted that some part-time staff members have indicated that they would like more hours and/or different duties. Sandra reported that she will take some time to decide how best to fill these positions and how to reconfigure existing staff members' duties, if necessary.

UPCOMING SPECIAL EVENTS / MEETINGS

Thursday's Child to benefit Friends and Community Garden, April 30

LWV Candidates' Night, May 5, 7:00 at Whipple Hall

Librarian's vacation, May 1 – May 10

Town Elections, May 12 and Town Meeting, May 13

NHLTA conference, May 18

OTHER BUSINESS / FUTURE AGENDA ITEMS

Meet & Greet of outgoing, current and incoming trustees

Tracy furniture restoration

Sandra reported that an appraiser will be coming in next Tuesday. We will need a rider to cover the items when they are at the restorer as he does not have insurance. Sandra found old appraisals from about twenty years ago that she'll share with the appraiser.

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

TBA after Town Elections, depending on schedule of new Board members

ADJOURN

Meeting adjourned at 5:01 PM.

Respectfully submitted,

Fiona Mills
Secretary