

**Tracy Memorial Library
Board Meeting Minutes
April 17, 2014**

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

Meeting called to order at 3:37 PM.

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

Acceptance of Cash Donations. A motion was made to accept \$500.00 in donations in March. The motion was seconded and approved.

Committee Reports

Librarian's Report

Sandra noted that the final distribution of the Ensor estate will be coming and will be approximately \$16,000.00. Sandra recommended that if we receive it before July 1, that we hold on to it until the next fiscal year for upcoming projects. Sandra postulated that the money could be put toward furnishings. Bruce suggested refinishing the antique wood furniture. Sandra speculated that the work could potentially be done in the coming fall. Sandra noted that she would like to find an interior decorator who might be willing to give their time at a reduced rate to help with this project.

Sandra reported that new staff members, Sonia Garre and Lisa Dawn Glidewell, finished training last Monday and are fitting in just wonderfully.

Sandra reported that Jo-Ann and Kathy did some outreach at Kearsarge high school with other area librarians to meet with the teens and provide information about what TML offers to them. They also brought the telescope with them.

Sandra reminded us that every two years the TML staff have the opportunity to participate in CPR training. This year's training will take place on May 28. Sandra will pay any staff members who choose to attend as it is a voluntary offering.

Sandra reported that TML patron computers are still running XP, which is no longer supported by Microsoft, so she is planning on fixing that in the next funding year. She and Jo-Ann are looking into Thin Client models - no computer tower, just a box that plugs into the monitor and a central processor does all the processing. This will save money and cut down on maintenance/repair.

Last month, Sandra filed her annual report with the NH state library. All libraries participate and data gets sent off to federal government.

Non Public Session

Treasurer's Report

Shelby walked us through where our budget stands currently with a thorough handout. Sandra noted that \$2200 will be spent out of the periodical account soon. Shelby queried about our fuel expenditures and whether or not it is more expensive to cool the building in the summer than to heat the building in the winter. Bruce noted that the changes to the HVAC system should help to significantly reduce our fuel costs. Bruce noted that we have excess money in our fuel account and that we may want to consider getting a delivery of oil soon before the fiscal year ends.

Facilities Report

Bruce reported that he has calls into three masons to get them here for the stone wall repairs. Air Design has begun their first phase of work and Bruce and Sandra met with them to map out our upcoming projects. Air Design will order all of the materials so they are ready to begin work on July 1, as planned.

Bruce noted that our grounds need a lot of work given the rough winter that we just endured. Sandra noted that we could take the money out of our grounds account if need be for the clean up. Bruce suggested that we find someone new to work on the grounds and suggested possibly Pleasant Acres that he has used personally with good results. Kristina mentioned Mike Dailey who runs his own landscaping business. Bruce noted that we need general clean up, some topsoil spread, some fertilizing, etc. Shelby noted that part of the issue in the summer has been that we need someone to water the grounds regularly. Perhaps the person we hire to do the spring clean up should be charged with watering. Bruce agreed to speak with a couple of different landscaping businesses. Bruce also noted that work needs to be done on the walkways and that he will get some estimates for that work.

Sandra noted that the sump pump in the elevator shaft has been running continuously due to the large amount of melting snow and saturated grounds. Bruce and Sandra will keep an eye on it.

Personnel & Policies Committee

Charlene noted that the personnel and policy committee will meet with Sandra to go over her evaluation.

OLD BUSINESS

Public hearing on FY2015 budget

Charlene noted that TML was not mentioned once at the recent town public hearing with exception of praise for TML's ability to be proactive regarding upkeep of the TML building that other town buildings could follow suit.

Resident and non-resident borrowing policy

Charlene led a discussion regarding updating our borrowing policies for non-resident commercial property owners. Sandra noted that pros of issuing cards to commercial real estate owners is that those persons pay taxes, oftentimes significant taxes, then it seems to make sense that they receive library cards. The cons of doing so concern how TML staff administer such cards at the circulation desk. Do we treat businesses the same as persons? Do we have to treat these two entities the same?

Charlene raised the issue of how the town treats beach permits and transfer station stickers.

Charlene also noted the increased town scrutiny regarding TML cards.

Charlene also queried whether or not extending borrowing privileges to property owners will negatively impact TML staff and Sandra responded that she has run the idea by the staff and they are comfortable with it. Sandra did note that it may be a bit tricky for staff to discern the actual owners of a corporation. Bruce noted that corporations would need to produce NH business registration forms.

Shelby noted that we should revisit this endeavor six months after implementation in order to evaluate it.

Motion to adopt proposed TML extended borrowing privileges was put forth, seconded and approved.

Sandra will write a letter to the owner of Hole in Fence building notifying them of the new changes to TML borrowing privileges.

Bruce noted that we may need to revisit TML policy on giving free cards to non-residents regarding the town's opinion on this issue. Charlene suggested that we include this issue in our annual review of TML library fees next January. Then, we should inform the selectmen that we have reviewed our borrower and fee policies afterward.

Charlene noted that we did send a letter explaining our borrower policies to the business owner, non-property owner, and have not heard back from the owner.

NEW BUSINESS

Town election ballot

Charlene reviewed the names of those running for library trustee and suggested that we attend the upcoming Candidates' Night on April 28.

10-minute parking area

Bruce noted that the lines in the area are blurred and very confusing at the present moment. Bruce noted that he and Sandra feel that we should tar over the old lines and reseal the entire the space and re-line it. Sandra noted that people are still using the old handicap space and people are double-parking. Bruce noted that if there is an ongoing issue with a particular person, we will notify the police. Sandra suggested getting a few “no parking” signs to put along the railing out front. Bruce noted that we should not invest in the bollards yet until patrons are fully compliant with the new parking system.

Part-time wage discussion

Sandra led discussion of raises for part-time staff members based on their recent evaluations and walked us through her handout. Motion was put forth to approve Sandra’s proposed employee raises, and it was seconded and approved.

Bruce brought up the issue of bonus pay for TML staff a la town employees. Bruce wondered if it might be fruitful to include bonuses at times for TML staff during particularly trying times. Charlene wondered if the library staff might be considered if bonuses are granted by selectmen to town employees.

Nominations for Treasurer

A motion was put forth to approve Kristina as library board treasurer, and it was seconded and approved.

UPCOMING SPECIAL EVENTS / MEETINGS

- NHLA conference, April 23-24 (4 staff members attending)
- LWV Candidates’ Night, April 28 @ 7 PM (Whipple Hall)
- 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 on the Friends’ issue with the IRS and reported that the late fee was waived for the 2011 990 form. She noted that the IRS has now reported that they never received the 2012 990 form. Unfortunately, the IRS may not waive the fee this time around given that this has happened more than once.
- **Reports on conferences** (June)

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)

- Resignation of part-time staff member

NEXT MEETING

- TBA after Town Elections - June 19 (tentatively)

ADJOURN

Meeting adjourned at 5:07 PM.

Respectfully submitted,

Fiona Mills
Secretary