

**TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES**

Wednesday, 17 April 2019 at 5:00 pm

THANK YOU Annie Beck * WELCOME Kim Bonin**

The meeting was called to order at 5:04pm.

Present: John Garvey (2020 Chair), Gordon Terwilliger (2021), Wendy Dumais (2021), Eula Kozma (2021), Nancy Mahar (2022), Frank Anzalone (2020), Kim Bonin (2022), Sandra Licks (Library Director) and Jennifer Vitiello (Recording Secretary)

ELECTION OF OFFICERS, COMMITTEE ASSIGNMENTS & LIAISONS

- Chair, Treasurer, Secretary/Vice Chair

John Garvey **NOMINATED Wendy Dumais for Chair**, the nomination was **SECONDED** by Gordon Terwilliger and the **DECISION WAS UNANIMOUS**. Wendy Dumais voted as Chair for one year.

Eula Kozma **NOMINATED Nancy Mahar for Treasurer**, Gordon Terwilliger **SECONDED** the nomination and the **DECISION WAS UNANIMOUS**. Nancy Mahar voted as Treasurer for one year.

Gordon Terwilliger **NOMINATED Eula Kozma for Secretary/Vice Chair**, Frank Anzalone **SECONDED** the nomination and the **DECISION WAS UNANIMOUS**. Eula Kozma voted as Secretary/Vice Chair for one year.

The following assignments were filled:

- Budget Committee: Nancy Mahar and Wendy Dumais
- Facilities Committee: Kim Bonin and Frank Anzalone
- Personnel & Policy Committee: Gordon Terwilliger, Eula Kozma, Kim Bonin
- Liaison to Garden: Nancy Mahar to continue in this position
- Liaison to Friends: Eula Kozma to continue in this position

John Garvey **MOVED TO ACCEPT** the slate presented above for committees and liaisons and Frank Anzalone **SECONDED THE MOTION TO ACCEPT THE SLATE. THE SLATE WAS APPROVED UNANIMOUSLY**.

MEETING MINUTES

The minutes of February 20, 2019 for Tracy Memorial Library Board of Trustees Meeting were noted and accepted by Chair Dumais.

ACCEPTANCE OF CASH DONATIONS

Cash donations were \$0 for the month of February and \$425 in March.

A MOTION TO ACCEPT cash donations of \$425 for the month of March was made by Gordon Terwilliger and **SECONDED** by John Garvey. **THE MOTION WAS APPROVED UNANIMOUSLY**.

COMMITTEE MEETINGS & REPORTS

Library Director's Report

- Sandra reported she was about halfway through the staff evaluations and that we are using the same format as for other town employees. After a staff member has filled out a self-evaluation, Sandra meets with the employee for about 1 hour to discuss how the job is going, are there any concerns, etc. Sandra follows this up with a written review.
- The municipal parking lot across Pleasant Street where library patrons usually park will be closed on Saturday, May 4 for the second Annual Town-Wide Cleanup day. The lot will be used as a staging area for residents to pick up trash bags and gloves and get useful information on recycling and hazardous waste disposal days. Once residents have cleaned their assigned areas they will bring the trash back to the lot.
- The book display area on the main floor currently highlights National Library Week and books on anything/everything library related have been culled from the regular collection. This has been so popular that it was decided to leave for the remainder of the month.
- Sandra reported there is better integration between Overdrive and patrons' Koha library accounts in that downloads can be done directly without backing out of Koha and then into Overdrive. A search in Koha will produce results in Koha AND Overdrive.
- April 9th was First Graders' Night. About 70 people attended the program that started at 5pm. Children attended with their siblings and parents and the PTO provided pizza. The elementary Media Specialist Katherine Hyson was also present. Patrons entered through the meeting room where they were briefed about Tracy Library programs and then funneled through to the children's room downstairs. Many children signed up for their first library card.
- The town is requiring training on harassment for all Town employees. This is a service provided by the insurance company. There will be 2 dates available and content will be the same during both trainings. Staff will be paid to attend one of the two dates below:
Friday, April 19, 9:00-10:30am at Fire Station OR
Thursday, May 2, 9:00-10:30am at TML
- Sandra presented the Little Free Library project. Staff member Bill Bastille has created a small replica of our historic building that will reside at Elkins Beach and be supplied with books between May and October to take or donate. Sandra is to appear before the Town of New London Planning Board next week for approval on the location. The Department of Public Works will help to install. Pictures were passed so board members could have a preview. If this is successful another may be created at Bucklin Beach. This project was the idea of staff members Sonia Garre and Beth West.
- Recently about half of the staff members participated in a team-building event at "The Escape Room" in Concord, NH. Participants were locked in a room (a library!) for an hour and together had to solve clues and figure a way out. Afterwards everyone met for dinner to discuss lessons learned. The Friends paid for this outing.

- The garden season is starting up on April 29. Last year Nancy Mahar and Sally Dean planted many bulbs in the front of the building and on the side, which should start blooming soon. It was also noted that the town takes care of debris removal and cleanup.
- Sandra announced the return of staff member Nancy Alibrandi who was away for the winter. She will help out as a substitute and will attend staff meetings.
- Summer Reading Program:
Sandra talked about the following four SRP events that Jo-Ann is planning for adults.
 1. Screening of documentary *Hello Girls* based on the book about women who served as telephone translators during the war. Not much was known about these women, and when they came home from the war they were denied Veteran's status. Granddaughter of one of the hello girls will be present.
 2. Presentation on the book *Cruising New Hampshire History: A Guide to New Hampshire's Roadside Historical Markers* with the author Michael A. Bruno.
 3. "Crazy Cat People" night: refreshments, videos and supplies for creating cat toys. Appearance from New Hampshire Kittens is anticipated.
 4. To balance the cats ... Author Thomas Farman's book *Bessie's story: watching the lights go out--* "A devoted dog's advancing blindness provides timeless life-lessons on the art of aging gracefully."

Treasurer's Report (March)

Nancy Mahar presented the financial statements and commented that everything is in order and balances. It may appear that revenues exceed expenditures but we are at a time of year when many projects are coming up. Sandra will identify repairs and upkeep items with the help of Frank Anzalone and Kim Bonin. It was recognized that it is important to keep up with the building maintenance. Sandra stated that June 30 is the end of the current fiscal year.

MOTION TO APPROVE the treasurer's report was made by Frank Anzalone and **SECONDED** by Kim Bonin. **THE MOTION WAS APPROVED UNANIMOUSLY.**

OLD BUSINESS

Facilities Committee

- Frank Anzalone reported a zone valve had been replaced downstairs as well as the hot water heater.
- Frank asked to have the front door modified because it is very hard for small children and elderly to open. He informed there are special hinges that will start the opening process with just a little pressure, and the door will then continue to open much like an automatic door.
- The concrete wall to be repaired by May 15, 2019 by contractor Granite Roots. The owner signed a written agreement enumerating the items to be finished. Frank gave a history of the wall and its problems. Originally there was a handrail only but it was always getting hit. A wall was then proposed with stucco so that visually it would be easy to repair if it was hit by a car. It was unsatisfactory upon installation and has cracked and fallen apart in some places. A preference for a smoother finish was expressed.

- The condition of the 10-minute parking lot directly adjacent to the library is deteriorating. There is a new director of Public Works and Sandra will ask about repairing the parking lot as well as some other items. Frank Anzalone offered to accompany Sandra for this meeting.
- Frank asked about the rot and roofing repair to the bow window area and Sandra stated Grantee Roots had given an estimate.
- The Town has asked for fire sprinkler protection in the building. Capitol Fire did a walk-through and gave a ballpark figure of \$126,000; however, that price does not include a general contractor, carpentry (trim, ceilings, soffits, repairs), painting, electrical or the alarm system. This would be a wet/dry system and would only sprinkle the area of the fire. The Academy Building was recently completed for \$44,000. There was an additional \$23,000 needed for the water line, alarm system, etc. Library Board would like to get another estimate. Once installed, a sprinkler system requires yearly inspections with a major inspection every 3 years. It was agreed to get more quotes and it was suggested John L. Carter Co. be invited to give an estimate.

NEW BUSINESS

- Supervised visits/custody issues
Across the state there has been an increase in agencies using public libraries as a meeting place for supervised visits between parents and their children. The library is not notified in advance and Sandra presented 3 such visits where behavior was disruptive. Our patron behavior policy covers behavior that our staff can address, but it was opined that these meetings might work better in a location that is certified for special circumstances and that has security. Manchester Library has said no to these visits. Head of Youth Services Ben Cote would like to see a tailored policy in place for back-up purposes. John Garvey has experience with The Domestic Violence Emergency (DOVE) Project and has witnessed the effect the opioid epidemic has caused in separating families. Perhaps we need to create a space for this purpose and/or develop best practices. Counsel library employees not to intervene but to call the police if there is a problem in the meantime. It was determined to form an Ad Hoc committee to study this issue. John Garvey agreed to take the initial lead on this project.
- Children and Internet use
The Board received a request from a parent by way of an email to immediately place filtering software on the children's internet computers. Parent wrote that her child came to the library as part of the after-school program to take part in the Lego Club. When the parent arrived, her child was watching content that other students had called up on YouTube. The current policies for internet use and for unattended children were reviewed and are posted on our website. Sandra also pointed to resources provided by the American Library Association. Kim Bonin said that she attended a trustee orientation workshop recently and this issue was discussed. Board to take into consideration and discuss further at next month's meeting.

UPCOMING SPECIAL EVENTS/MEETINGS

- NHLTA regional meeting on May 1, 5:30-7:30 at Pillsbury Free Library in Warner. Nancy Maher found this event very informative in the past and would like to attend.
- NHLTA spring conference on May 29, all day in Manchester.

- In place of an upcoming meeting, Sandra would like trustees to consider a “retreat” to discuss bigger-picture issues in a more casual atmosphere. She noted she would like to consider a 5-year plan.

Personnel & Policy Committee

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) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

A MOTION WAS MADE by Frank Anzalone to enter into non-public session for the purpose of evaluation discussion of library director Sandra Licks. Nancy Mahar **SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY.**

Roll call vote: Garvey (Y), Anzalone (Y), Dumais (Y), Terwilliger (Y), Mahar (Y), Kozma (Y), Bonin (Y)

The Board entered nonpublic session at 6:00 PM.
The Board reentered the public session at 6:23 PM.

FUTURE MEETINGS: The third Wednesday of the month at 5:00 pm: May 15, June 19, July 17, August 21, September 18, October 16, November 20 and December 18, 2019

A motion to adjourn meeting was made by John Garvey and seconded by Gordon Terwilliger. **THE MOTION WAS APPROVED UNANIMOUSLY.** The meeting adjourned at 6:24 PM.

Respectfully submitted,

Jennifer Vitiello, Recording Secretary