

## **TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES**

### **MEETING AGENDA**

**Tuesday, 18 April 2017 at 5:00 pm**

**Present:**     **Mr. John Garvey (2017) Chair**  
              **Ms. Wendy Dumais (2018)**  
              **Mr. Matt Hubbard (2018)**  
              **Ms. Annie Beck (2019)**  
              **Ms. Nancy Mahar (2019)**  
              **Ms. Sandra Licks**  
              **Minute-Taker Ms. Laura**

**Absent:**       **Mr. Frank Anzalone, Mr. Gordon Terwilliger**

**Call to Order: 5:02**

#### **APPOINTMENT**

- **Koha Library System** – Ms. Roy reported that the Koha system would go live Monday, April 24. The staff received formal training and continue to practice and this is going well. Patrons who have an online TML account with the previous system will be alerted by Koha to reset their password when they log into the new system for the first time. The biggest challenge thus far is that only half of the material barcodes work and Bywater is making headway on this issue. The Overdrive service works with this system.
- **The Garden at Tracy Library** - The volunteers have put 900 hours into the maintenance of the gardens in 2016. With the warmer weather, children have been playing in the garden beds, and new plants are getting trampled. To remedy this situation, the Garden wants to monitor the children in the gardens. They will be present in the afternoons when the children are released from school. Also, laminated signs will be posted to caution the children.

#### **ELECTION OF OFFICERS, COMMITTEE ASSIGNMENTS & LIAISONS**

- Chair, Treasurer, Secretary, Vice Chair (see New Business) –
  - This would require a bylaws change. The Secretary would become the Vice Chair. Duties would include serving as a temporary Chair and run the meeting if the Chair was not available.
- Ms. Dumais made a motion that to maintain status quo for next year, Ms. Beck seconded the motion, and it was unanimously approved.

#### **MEETING MINUTES**

- Approve minutes of 23 February
- Ms. Mahar made a motion to approve the minutes of 23 February, seconded by Ms. Dumais and was unanimously approved.

#### **ACCEPTANCE OF CASH DONATIONS**

- \$950 in February and \$600 in March
- Ms. Dumais made a motion to accept \$950 in February and \$600 in March, Ms. Beck seconded the motion, and was unanimously approved.

#### **COMMITTEE MEETINGS & REPORTS**

- **Library Director's Report** – On April 17 the Friend's sponsored Ms. Pam Sanborn who gave a slide presentation of her El Camino trip in Spain, to a standing room only audience. Tapas were served at the completion of the presentation. Ms. Licks has made an informal agreement with the hospital that in the case of emergency evacuation of the hospital, the library will allow the meeting room to be used for press meetings or family reunification. There was a malfunction with a panic button and this has been resolved by the alarm company. Ms. Licks submitted her annual report to the state library. Timmie Poh Day was rescheduled for April 20.

- **Treasurer's Report (March)** – Mr. Hubbard presented the profit/loss and balance sheets. He reported that the accountings are on track.
- **Facilities Committee** – Ms. Beck said that a report was made to the town selectman about library repairs. In the April issue of the town's publication, "Municipal Matters" the cover article discussed this. In May, the foundation project and the parking area repairs will begin. This project will mean that some of the garden bushes will need to be displaced.
- **Personnel & Policy Committee** – The vice chair position will be added to the policy, and the committee needs to meet and review edits prior to sending a digital copy to the board before the next meeting.

## **OLD BUSINESS**

- Children's Dept. renovations – The insurance adjuster was here last week, and is processing the reimbursement check.

## **NEW BUSINESS**

- Consider adding position to Board officers: Vice Chair
- Town meeting wrap-up – budgets passed
- Review investment policy – required to do annually. Need to be conservative and save our gifts that are held in CD form. We do business with two local banks.
- Ms. Dumais made a motion, Ms. Beck seconded and unanimously approved to retain the Investment Policy as is.
- There is a threat that federal library funding to libraries will be eliminated. If this happens, half of the state library's funding will disappear which will mean no more interlibrary loans. Ms. Licks urged the board to petition our senators.
- Discussion surrounding leave and sick time for part-time staff who work less than 21 hours a week came up with the wage consultant. TML needs to cost it out – and prorated based on the hours worked. Two of our board members, not in attendance, need to give their input.

## **UPCOMING SPECIAL EVENTS / MEETINGS**

- NHLTA trustee orientation, April 22, 10am-1pm, Hooksett – Mr. Garvey will attend
- Thursday's Child Dinner to benefit Friends & Garden, April 27
- NHLTA spring conference, May 23, all day, Concord – full day

## **OTHER BUSINESS / FUTURE AGENDA ITEMS**

- Three-year review of policies (2<sup>nd</sup> half), May
- Library records retention (financial, personnel, minutes), TBD
- Consider purchase of new generator, TBD

**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 MEETINGS**

- Wednesday, May 17 at 5:30 pm
- Tuesday, June 20 at 5:00 pm
- *Set dates* for summer through December record through the end of the year.

**Motion to adjourn** was made by Ms. Dumais and was seconded by Ms. Beck and unanimously accepted. Post Adjourn, BOT is going to have a voluntary view of the Tomie dePaola room repairs.

**Adjourn: 6:33pm**

**Respectfully submitted,  
Laura Halkenhauser Guion**