

**Tracy Memorial Library
Board Meeting Minutes
April 19, 2012**

Present: Bob Bowers, Bruce Parsons, Dave Harris, Shelby Blunt, Charlene Baxter, Lisa Wood and Sandra Licks.

Absent: Ki Clough

Meeting called to order at 3:35 PM.

Meeting Minutes. A motion was made to approve the Board Meeting Minutes of March 15, 2012. The motion was seconded and approved.

Cash Donations. A motion was made to accept the cash donations to the Library for the month of March in the amount of \$690.00. The motion was seconded and approved

Children's Librarian Report. Kathy Tracy joined the Board Meeting to update us on happenings in the Children's Area. She informed the Board about a recent meeting she attended, summer reading program plans, and other activities she is planning for the summer.

Committee Reports.

Librarian's Report. Sandra reported that a large number of missing items that had been taken from the Library were returned to the book drop on April 7th. She also reported that surveillance cameras are now installed in the reference room near the DVDs. The Library presented its proposed 2013 budget to the Budget Committee on March 26th. The Budget Committee members asked some questions, but did not make any changes to our budget. The proposed budget will next be presented at Town Meeting for approval. The 2013 budget showed a 3% decrease from the previous year.

The Friends of TML asked Sandra to evaluate some of the most costly publications for which the Friends pay the subscription fees. Sandra has decided to maintain one out of four of the most costly publications, ValueLine. This appears to be the only one that our patrons use consistently. This change will save the Friends \$2,100.00.

Treasurer's Report. Shelby presented the Library's current Revenue and Expense Report. We are currently over budget, but are awaiting a \$12,500 grant payment from Mascoma Bank and an \$8,500 gift from the estate of Margaret Ensor. These monies will help bring the revenue/expenses vs. budget back in line.

Building Report. Dave reported that one of the two propane tanks for the generator was empty, causing the generator to shut down. The problem was that the valve from the other propane tank was not open to allow the continued flow of propane to the generator. This problem has been rectified. However, Dave will be investigating how much propane the generator is using to maintain power and run its weekly test. We may be able to move to a bimonthly or monthly test to save on fuel. The generator was used during a power outage in late winter and worked very well.

Dave had spoken with the Community Garden regarding the proposed trellis at the entry to the garden. Richard Lee discouraged the Community Garden from this idea. Not only is there a good chance that the trellis could be hit by the snowplow, but the amount of snow in this area may do damage to the trellis. The Community Garden has asked if they could install a sign at the top of the stairs to direct people to the Garden. It would be a sign similar in style to our Tracy Memorial Library sign. The Board suggested that we wait on this as we are not done landscaping in this area, and we may be doing some improvements to the driveway/parking area. Dave suggested that we provide the Community Garden with some wall space in our new front entryway. The Board liked this idea. Dave will talk with the Community Garden group.

Dave is meeting with Glenn Bonewald next week to discuss the remaining landscaping. Glenn needs to finish the edging, plant a lilac and mulch the gardens. There are a few plants that did not survive the winter. Dave will speak with Glenn about his warranty on replacing these items. Dave and Glenn will also discuss ideas for solving the water issues with the front walkways.

There are many tools in the basement that we do not use. Dave is going to ask Richard Lee if he would be interested in them.

Planning Report. Bruce reported that we are waiting on Bruss to finish the items they said they would complete in March and April. Bruce and Bob will stay in contact with Bruss to make sure these are completed. Bruce met with Frank Anzalone about the staining on the clapboards of the stack room wall. Frank thinks it might be a condensation issue. They are going to watch the area during the next rain we get to see if they can determine the cause and come up with a solution.

After a walkthrough inspection with Purely Green Environmental, they have proposed what testing we need to have done. The cost for the inspection, testing/analysis, and written report/recommendations is \$3,120.00. The Board was in agreement that we must do this to find out what air quality issues we are dealing with, if any, and how we solve any issues. A motion was made to approve the expenditure of \$3,120.00 to Purely Green Environmental for inspection, testing/analysis, and written report/recommendations. The motion was seconded and approved. The money will be paid from our operating budget.

ARC Mechanical has analyzed the Library's HVAC systems and sent a letter outlining their recommendations and budget estimates for HVAC modifications and upgrades to our

heating, air conditioning and ventilation systems. ARC provided a very thorough analysis. The Board will revisit their recommendations after Purely Green completes their testing and analysis. Bruce suggested that we need to inform Kim Hallquist and the Selectmen about our air quality testing. Bob and Sandra will meet with Kim to let her know what is happening.

Personnel & Polices. No matters before the committee at this time.

Old Business.

Review Staff Member's Hours. The three month trial period is up for Missy Carroll to have an additional four hours on Mondays. Both Missy and Sandra have found this time to be invaluable. Sandra is requesting that the Board approve these additional hours to be permanent. The cost for the remaining budget year is \$800. There is no increase for the 2013 budget year as it was already factored in. A motion was made to approve the expenditure of \$800 to cover four additional hours per week for Missy Carroll. The motion was seconded and approved.

New Business.

Town's Purchasing Policy. Kim Hallquist presented the Department Heads with a proposed Purchasing Policy for the Town. Kim would like feedback from the Department Heads at their next meeting. The Board was very concerned about this policy. It appears highly restrictive. The Library, as with all public libraries, operates with a certain amount of autonomy. Bob and Sandra will discuss the Board's concerns with Kim when they meet to talk with her about the air quality testing.

Upcoming Special Events/Meetings.

Candidate's Night – May 1st

Coffee Reception for Mark Kaplan – May 5th from 8:30 to 10

Town Elections – May 8th

Town Meeting – May 9th

Next Meeting. The next Board meeting will be Thursday, May 17th at 3:30 PM.

Meeting adjourned at 5:20 PM.

Respectfully submitted,

Lisa Ensign Wood
Secretary