

**Tracy Memorial Library
Board Meeting Minutes
June 19, 2014**

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

Meeting called to order at 4:10 PM.

Election of Officers: A motion was put forth to nominate Bruce Parsons as Chair. Motion was seconded and approved. A motion was put forth to nominate Kristina Regan as Treasurer. Motion was seconded and approved. A motion was put forth to nominate Fiona Mills as Secretary. Motion was seconded and approved.

Committee Appointments: Frank Anzalone was appointed to the Facilities committee along with Bruce and Dave who remain on that committee; John Garvey was appointed to the Personnel & Policy committee along with Fiona and Casey who remain on that committee. Dave Harris will continue as liaison to the Community Garden Committee. John Garvey and Fiona Mills will serve as liaison to the Friends of Tracy Memorial Library.

Meeting Times - Brief discussion about Board meeting times resulted in a decision to begin meetings in the summer at 3:00 instead of 3:30 p.m.

Meeting Minutes. A motion was made to accept the Board Meeting Minutes of April 17, 2014. The motion was seconded and approved.

Acceptance of Cash Donations. A motion was made to accept \$1,125 in April and \$100 in May. The motion was seconded and approved.

Committee Reports

Librarian's Report

Sandra announced that TML is kicking off their summer reading programs. The adult program is centered around a "Tic Tac Read" game board. For each row that is completed, the entrant is entered in drawing for a Morgan Hill gift certificate. Teens simply need to read books of their choosing and write a brief review and then they, too, will be entered in a drawing. The kids program has been very well-publicized and will include performers and prizes and drop in story time. Over one hundred and twenty children are already enrolled. This year's theme is based around science and is entitled "Fizz Boom Read." One notable day will be a reverse science fair where Kathy Tracy will display science experiments and the children will be able to visit and observe each station.

Sandra noted that the air quality in the lower floor will be inspected again in August and that air conditioning installation begins next week.

Sandra noted that the school summer reading lists have been released and the books are on display in the library.

Sandra reported that some of A/V materials have been relocated to a shelf in the back of the reference room.

Sandra reported that owners of commercial properties in New London will now be issued free TML cards per our new policy. Those registration forms are hot coral in color with two check off boxes for the NH tax form and New London property tax. She has sent a letter to the potential patron who requested this type of specific library card.

Sandra reported that she is working with the Friends to create an evening with local authors. Local authors can apply to present their books and the Friends will choose eight local authors. The Friends

would like to mandate that if authors sell any books that evening, they will donate 20%. The fall event will focus on adult books and there will be a similar event in the spring for local authors of teen and children's books. Hopefully, these will become annual events.

Sandra noted that she has met with Cicely Markoff, local interior designer, who has agreed to donate her time in order to create new seating in the Reading Room and Stack Room. Sandra has given her a budget of approximately \$6,000.00 and Cicely will submit a proposal soon.

Sandra reported that ten staff members were trained in CPR in May.

Sandra reported that our high school Page, Emma, will begin expanded summer hours and will work two half days in the Children's area and two half days at the circulation desk.

Kathy Tracy was honored for ten years of service in the Children's section and was feted with a banner and a gift certificate courtesy of the Friends.

Treasurer's Report

Kristina walked us through where our budget currently stands via a thorough handout. Kristina happily reported that we are running slightly under our projected budget. Sandra noted that if there is money left over, it is typically spent on buying books. Sandra explained that it is up to TML trustees to determine how the money is spent overall. Kristina then highlighted some of the most important aspects of the budget for our new committee members. She noted that funds allocated towards maintenance are running as planned thus far and include the cost for the walkway. Kristina also reported that we topped off our fuel in May, per Bruce's suggestion. Sandra noted that typically as we close out the year, we usually carry over some money but not more than \$20,000.

OLD BUSINESS

Facilities Report

Bruce directed our attention to the detailed handout he shared with us regarding updates on the many projects that the facilities committee is overseeing including parking area re-striping, walkways, stonewall repair, front/side gardens, lawn & irrigation, exterior painting, and HVAC projects.

Bruce noted that we are finishing up the rebuild of the walkway out front. Irrigation will start next week followed by a revitalization of the front lawns after that. The air conditioning installation will begin next Tuesday. Sandra noted that many of these projects are financially viable because of good financial planning this year.

Personnel & Policies Report

Casey reported on the Library Director's evaluation, which follows after Sandra evaluates each staff member. Casey noted that the Board has never had any issues with Sandra and there is nothing but positive feedback on Sandra. Casey shared some comments from evaluators that underscored the aplomb with which Sandra has handled some very difficult staffing issues this year. Other highlights included praise for Sandra's ability to handle the town politics as well as her remarkable adeptness with the myriad facilities issues that inevitably crop up. Casey shared some of Sandra's annual goals including addressing the comfort and flow of the physical space on the main floor, streamlining the circulation desk procedures, strengthening connections with patrons, improving the functionality of her office, and, lastly, balancing the traditional aspects of the library with the new technological advances in the area of library science.

NEW BUSINESS

Reports on conferences (NHLA and NHLTA)

Kristina and Fiona shared information from the sessions they attended at the NHLTA meeting on May 19. Kristina shared what she took away from the sessions beginning with the idea that we invite select persons to our meetings. Kristina noted that if there is a donation of more than \$5,000 we need to follow a RSA requirement that entails a notice posted in a local newspaper detailing the amount of the donation and the time and place when said donation will be discussed seven days in advance of said hearing. Sandra concurred that she always posts a notice in the *Inter Town Record* and posts it on the library

bulletin board. Sandra commented that no one has ever attended those meetings. Kristina also reported that if an item is donated and it is not of good use, the library can ask the donor if the library can sell the item and utilize those funds instead. Frank inquired as to whether or not TML has a specific policy regarding how donations are acknowledged either by a plaque or something else and whether or not TML should create a uniform policy regarding doing so.

Kristina also shared her findings regarding how checks are signed and bills are paid, noting that currently Kristina and Sandra are the only signers. The session she attended recommended that the director should not be a signer and that it should be the treasurer and another board member. Bruce weighed in noting that in some organizations boards require that there are two signatures for checks over a certain amount. Sandra noted that sometimes she has to sign a check in a moment's notice. Kristina did note that she touched base with the previous TML treasurer who confirmed that the auditors are comfortable with our current setup. John suggested that we require two signatures on checks over \$5,000.00. Decision was made to add Frank to the bank account so that he can serve as a potential signer as well. Kristina underscored that she came away from the conference feeling very good about how well we run our library on the whole.

Fiona shared some brief highlights from the sessions she attended at the NHTLA including best practices regarding interactions between library boards and Friends of libraries groups underscoring the importance of each group possessing clear missions about their specific roles in the library. Fiona also shared some interesting fundraising ideas as well as some thoughts about how to best run meetings including keeping to a strict timetable for all meetings, sharing food, and possibly distributing committee reports via email prior to regular meetings.

Sandra will share her report at our next meeting.

Meeting room conflict with Library programs & municipal parking

Sandra shared that Kathy has brought to her attention the lack of parking available for patrons attending story time when there is also a meeting in the meeting room. Parents are complaining that they can't attend story time or are continually late due to their search for parking. There have also been issues with use of the restroom in the Children's area by people attending meetings in the meeting room. Sandra has decided that the staff will only schedule small groups of twelve or less at the same time as story time. Larger groups would need to book the meeting room on another day or in the afternoon on Tuesdays and Thursdays. Bruce recommended that we consider refusing to schedule meetings at all during story times. Bruce and Sandra will be meeting with selectmen regarding the use of the municipal lot as it is becoming increasingly full. Bruce also suggested putting a sign on the restroom that directs them to use the second floor bathroom instead of the one in the Children's area.

Bronze bench for porch

Bruce discussed disguising the air intake vent on the side of the building and that he and Sandra have found a bronze bench with two children reading on it that may be suitable. Sandra suggested that we earmark part of the Ensor estate or ask for funds from the Friends to be utilized for this. Frank and Casey wondered if we could commission a local artist to create something that could serve the same purpose. Bruce suggested that we revisit this item at our next meeting. Several folks brought up the fact that people may not be happy to have their tax dollars spent on such an item.

Window cleaning

Sandra noted that the windows have not been cleaned since 2006. The original cleaner who did the work in 2006 as well as the New London Inn's windows offered a quote of \$1625.00 including windows inside as well as outside. Motion was put forth, seconded and approved.

UPCOMING SPECIAL EVENTS / MEETINGS

- Community Garden party, June 22 at 2:00 PM
- FY 2014 ends June 30
- Library closed on Friday, July 4

- Nancy Rollins tour (TBD)

OTHER BUSINESS / FUTURE AGENDA ITEMS

- Friends update - see above
- Reciprocal borrowing agreement with CSC library (August)

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

- Thursday, July 31 at 3:00 PM - with the thought that we will not have a meeting in August.

ADJOURN

Meeting adjourned at 5:40 P.M.

Respectfully submitted,

Fiona Mills
Secretary