

**Tracy Memorial Library
Board Meeting Minutes
June 23, 2011**

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

Meeting called to order at 3:35 PM.

Meeting Minutes. A motion was made to accept the Board Meeting Minutes, both public and non-public, of May 26, 2011. The motion was seconded and approved.

Acceptance of Cash Donations. A motion was made to accept cash donations to the library for the month of May in the amount of \$2,300.00. The motion was seconded and approved.

Committee Reports.

Personnel & Policies Committee.

Children's Area Air Quality. Charlene reported that she met with Kathy Tracy again concerning air quality issues in the children's area. Kathy joined us for our board meeting. Charlene and Kathy identified three areas for which they were looking for more information. First, when would the dehumidifier be repaired. Bruce advised that it should be repaired within two to three weeks. Second, what is happening with the air exchange system. Bruce advised that there are four air exchangers which will be repaired/replaced during the current renovation. Third, when will the furnace room be steam cleaned. Bruce advised that mechanical exhaust systems in the furnace room and art room will be installed and vented up the old chimney. Any steam cleaning would only be performed after all construction and maintenance work is complete. Bruce also advised Kathy and the board that the circular wall of windows in the children's area stairwell will be replaced with some windows that open. This will allow for more air flow. Bruce said that most of the HVAC work should be completed in the next two to three weeks, with a worst case scenario being five to six weeks.

Kathy told the board that she is looking into purchasing an air purifier to keep on her desk. The model she is looking at is approximately \$250.00. She asked if the library would be willing to purchase this, but that she was going to buy it even if the board couldn't help with the purchase. The board discussed the request, and decided not to purchase the air purifier. We are rectifying all possible air quality issues with work that will be done in the coming weeks.

Sandra's Review. Charlene advised that she and Bob would soon be conducting Sandra's review. She will be sending out a form to board members for their feedback prior to Sandra's evaluation.

Building/Planning Committee.

Construction Project. Bruce advised the board the renovation project is currently on schedule and on budget. He had to sign two change orders to the contract with Precision Builders. The first change order was for HVAC maintenance/repairs/improvements. The total of this change order is \$5,272.50. Sandra and Bruce explained to the Board that although this is entered as a “change order,” it is a separate matter paid for under the library’s budget for maintenance and repair. The work being done in this regard is not part of the construction project, but is being done in tandem with the project for economic and efficiency reasons. The second change order was for flood lights with motion sensors to be installed on the back of the library. This is to help combat any future vandalism as we have had two incidents in the last two years, one to the community garden fountain and one to our maintenance shed. The total of this change order is \$702.38.

The Volunteer Paint day is this Saturday, 6/25 to paint all of the siding for the renovation. Siding will begin to be installed next week. The stack room window is ready to go in and the slate roof is ready to go on. John Poston has been working on restoration of the front windows and will be installing next week. Glenn Bonewald will follow behind him with the installation of the front landscaping. The front landscaping dedication with Nancy DePorter’s family will take place on July 23rd.

Main Entryway. Precision Builders requested more detailed construction plans for the front entryway. Frank Anzalone has prepared them. Frank’s additional time exceeded the \$5,000.00 amount that the board authorized early this year. Frank prepared an amendment to his contract with library dated 6/16/11. A motion was made to ratify and approve the amendment to the contract with Frank Anzalone Associates to cover potential additional cost of up to \$877.51 executed by Bruce Parsons. The motion was seconded and unanimously approved.

History of Project. Bruce and Bob have prepared a dated, written history of our current library construction project. It was distributed to board members. Bruce and Bob would like to meet with the Selectmen (with an invitation to the Budget Committee) at their July 11th meeting to update them on the project. Sandra will make a request with the town administrator for the library to be put on the agenda for the Selectmen meeting on July 11th. All board members are encouraged to attend.

Old Business.

Assistant Director Search. Sandra updated the board on the search for a new assistant director. Sandra received 22 applications. She narrowed it down to eight applicants for phone interviews. She then narrowed it down to four applicants to come in for interviews. She has now narrowed it to two applicants to come back for second interviews. Meghan McDaniel will be leaving in mid-August. Sandra is hoping for several days of overlap, so that Meghan can help train the new assistant director.

New Business.

Request from Community Garden. The Community Garden has made a request to the library to help pay the replacement cost for the fountain repair due to vandalism. The total cost is \$1,200.00, and the garden committee is asking the library for \$600.00. The board discussed the request, but felt that with all the current renovations we are not able to contribute. Sandra and Lisa suggested that we ask the Friends of TML if they may be willing to contribute.

Friends of Tracy Memorial Library. Lisa reported that the Friend's Lecture and Dessert Social earlier this month was very well attended. The Friends annual fundraising campaign will begin in July.

Upcoming Meetings/Events.

Volunteer Painting Day, June 25th
Community Garden Party, June 26th
Front Landscaping Dedication, July 23rd

Next Meeting. The next board meeting will be on Thursday, July 21st at 3:30 PM.

Meeting adjourned at 5:10 PM.

Respectfully submitted,

Lisa Wood
Secretary