

Tracy Memorial Library
Board Meeting Minutes
June 27, 2013

Present: Bob Bowers, Lisa Ensign Wood, Dave Harris, Charlene Baxter, Bruce Parsons, Casey Biuso, Shelby Blunt, Kristina Regan, Fiona Mills, and Sandra Licks.

Meeting called to order at 3:40 PM.

Thank you to Bob and Lisa for their service on the Board and a **welcome** to two new board members, Fiona Mills and Kristina Regan. Outgoing members Bob Bowers and Lisa Ensign Wood left the meeting following the opening reception.

Election of Officers. A motion was made to elect Charlene Baxter as Chair of the Board. The motion was seconded and approved. A motion was made to re-elect Shelby Blunt as Treasurer of the Board. The motion was seconded and approved. A motion was made to elect Fiona Mills as Secretary of the Board. The motion was seconded and approved. A motion was made to combine the Building and Planning committees under the joint title of "Facilities committee." The motion was seconded and approved. A motion was made to elect Bruce Parsons (Co-Chair), Dave Harris (Co-Chair), and Sandra Licks (*ex officio*) to the Facilities committee. The motion was seconded and approved. A motion was made to elect Kristina Regan to the Budget committee, along with Shelby Blunt (Chair) and Sandra Licks (*ex officio*). The motion was seconded and approved. A motion was made to elect Fiona Mills to the Personnel and Policies committee, along with Casey Biuso, and Sandra Licks (*ex officio*). The motion was seconded and approved.

Meeting Minutes. A motion was made to accept the Board Meeting Minutes of April 18, 2013. The motion was seconded and approved.

Acceptance of Cash Donations. A motion was made to accept cash donations to Tracy Memorial Library in the amount of \$2725.00 in April and \$100.00 in May. The motion was seconded and approved.

Committee Reports.

Librarian's Report. Sandra reported on the "Dig Into Reading" summer reading program that began with two kick off events on June 25 and June 26. 120 children are registered in the program. New this year is a program for preschoolers and toddlers to work on with their

parents. Twenty preschoolers and four toddlers are registered. The program for 4th and 5th graders is more mature this year with a reading quest. Jo-Ann is running the teen program that includes four events (book discussions, a movie and shark time). Teens will complete book reviews and be eligible for prizes at the library. Jo-Ann is also running the Adult summer reading program entitled “Tic Tac Read” that culminates in each participant being registered in a drawing for Morgan Hill Bookstore gift certificates. There was some discussion of whether or not non-residents outside of the Kearsarge school system could participate in the Summer Reading program.

Sandra reported that the non-resident library fee will increase from \$50.00 to \$60.00 as of July 1 as previously voted by the Board.

Sandra reported that the new water fountain has been installed.

Sandra reported that the annual community garden party was held on June 23 and was well-attended (40 people) and featured a talk on “Edible Landscaping.”

Sandra reported on her submission of the annual statistical report to the NH State Library.

Sandra discussed that some personnel have had health issues and/or family issues, but coverage is all set so far.

Building/Planning Report. Dave has done some pruning out front. He noted that there have been some problems with a few of the hydrangeas and rhododendrons planted out front. He has pruned some of the inner branches. He also reported that both rain barrels are cracked – he will contact the company for replacements as they may still be under warranty. Lastly, he noticed that the rain chain is clogged and needs to be un-clogged.

Bruce reported on problems in the parking lot as the railing has been hit many times. It was recently hit and the concrete has cracked. It will cost \$2000.00 (hopefully, we will get \$1000.00 from insurance). If \$1200.00 is left in the bond, then maybe we could use this money to cover the expenses. He met with Frank Anzalone to discuss possible solutions and the options include striping the pavement where the handicap parking spot currently is and rendering it a no parking zone. Then adding one handicap spot and two regular spots where the current three other parking spots are. DPW will complete the striping for us at no cost. Bruce also noted that the design will include reinforced concrete barricades (similar to the ones at the Post Office) to prevent people from damaging further the railing. Bruce also reported that the Town should consider putting up a fence or more hedges along the edge of the main municipal parking lot to prevent people from walking down the hill instead of using the crosswalk in order to prevent any future accidents. The Board approved Bruce’s continued investigation into these matters and potential solutions.

Bruce reported that he will solicit bids to repair the stone walls and that he has gotten quotes to paint the wing walls; however, the bids were extremely high so we will not pursue

that at this time. The painter will come back to redo the trim on the new windows under warranty.

Bruce reported that he will work with Frank Anzalone to design a peak for the Stack room roof. We will need to put this item in the future budget. He also reported that water had been collecting above the new entry roof by the elevator shaft, after it had been repaired. Subsequently the roof was only raised two inches instead of six inches and that needs to be verified. Bruce will be meeting with contractor Pete Swislosky next week to discuss. Another roofing issue still pending is the plan for an overhang by the main entry, currently estimated at \$3800.00.

Bruce reported that the front walkways need to be raised and crowned. Perhaps we can use the DePorter fund.

Bruce and Sandra reported that the dehumidifier is not working properly in the basement. ARC Mechanical looked at it today and noted that it was installed improperly as it is in too small for the area. The compressor is aging and working over time and there is an inadequately small intake and exhaust. ARC Mechanical will come back next week to investigate upsizing the compressor and re-ducting it into the existing ductwork. In the mean time, Kathy has turned it off and only turns it on at night. This weekend the dehumidifier will be turned off.

Personnel & Policies. Sandra gave TML policy manuals to new Board members Kristina Regan and Fiona Mills. She noted that the manual does not reflect some of the new changes and that this can be addressed at the September Board meeting. Sandra also reminded members that Colby-Sawyer employees are exempted from paying the non-resident library fee and this needs to be added to the manual.

Old Business.

Student Page. Emma Davis has been hired for 12 hours per week this summer and is working at the circulation desk and the children's area.

Depiction of TML on db Landscaping website. Bob and Sandra have corresponded with them and they have taken TML off their portfolio page, but TML is still showing up in the gallery on the main homepage. We would prefer that TML was not represented at all on their website. Sandra will share Bob's correspondence with Charlene and she will draft another letter stating our wishes.

NEW BUSINESS

- **Interim disbursement from Ensor estate.** Sandra reported that we will receive \$3125.00 in a month or two and that we can put this money towards upcoming Facilities projects.
- **Re-test of basement air quality.** Sandra reported that the basement air quality will be tested again in August and it will cost \$740.00.
- **Consider modifying “10-Minute Parking” area.** See discussion under Building Committee report.

UPCOMING SPECIAL EVENTS/MEETINGS

- FY 2013 ends June 30
- Library closed on Thursday, July 4
- Librarian on vacation starting Friday, July 12 and returning Monday, July 29

FUTURE AGENDA ITEMS

- Reciprocal borrowing agreement with CSC library (August)
- **Retreat to discuss Library vision/goals (October).** Discussion was held regarding the upcoming retreat and it was decided that we will hold our retreat in October (perhaps October 17, please check your calendars) and hold a regular Board meeting on September 19.
- **Treasurer Update.** Shelby will give a treasurer update at our August meeting.

NEXT MEETING

- Thursday, August 1st at 3:30 PM

Meeting adjourned at 5:35 PM.

Respectfully submitted,

Fiona Mills
Secretary