

Tracy Memorial Library Board Meeting Minutes

June 8, 2015

Present: John Garvey, Bruce Parsons, Frank Anzalone, Kristina Regan, Sandra Licks, Casey Biuso, Fiona Mills, Wendy Dumais, Gordon Terwilliger, Matt Hubbard, Dave Harris

Meeting Called to Order at 5:40

Election of Officers: A motion was put forth to nominate Fiona Mills 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 Wendy Dumais as Secretary. Motion was seconded and approved.

Discussion was had to procure an outside person to take notes during meetings. A motion was made to authorize Sandra to find someone, preferably an independent contractor, to take notes during meeting. Motion was seconded and approved.

Committee Appointments: John Garvey was appointed to the Facilities committee along with Frank who will remain on that committee; Matt Hubbard was appointed to the Budget committee along with Kristina who will remain on that committee; Gordon Terwilliger was appointed to the Personnel committee along with John who will remain on that committee. Dave Harris has agreed to stay on as liaison to the Community Garden during the growing season and we will revisit nominating someone else in the future; John Garvey will remain as liaison to the Friends of Tracy Memorial Library.

Meeting Minutes: A motion was made to approve minutes from April 16, 2015. The motion was seconded and approved.

Acceptance of Cash Donation: A motion was made to accept \$225 in April and \$200 in May. The motion was seconded and approved.

Committee Reports

Librarian's Report:

Sandra reported that she has completed the one on one meetings with staff regarding their job performance and set the wages for the part-time staff. She will hand out their confirmed written evaluations at the staff meeting this Wednesday.

Sandra reported on the computer AV room project and stated that she will meet with Tucker Library Interiors to redesign the layout of that room funded by the Friends with a recent \$25,000.00 gift. Sandra noted that she is constantly reorganizing and expanding the collections in there. Thus, Sandra underscored the need for better use of space in there.

Sandra reported on the upcoming Children's summer reading program "Every Hero Has a Story." Registration will open this week. There will also be a summer reading program for teens and adults – both of which are very low maintenance. Adults will use the "tic tac read" board again. Once again, the Friends are funding this program including the prizes and performers throughout the summer.

Sandra provided an update on the portraits of James and Jane Tracy in the Reading Room and noted that they have been hung. They are valued at \$3,000 each and the items are covered under our art insurance policy for a very nominal fee. The Tracys have requested some verbiage underneath the portraits identifying that they are on loan from the family.

Sandra reminded us that the non-resident TML fee is going up to \$65.00 as of July 1, and she will keep us informed regarding any feedback from patrons.

Sandra is pleased to report that all the patron computers and printers are all working thanks to the hard work of Jo-Ann, Assistant Director.

Sandra directed our attention to the new digital magazine service.

Sandra reported that almost all of TML staff attended training on preventing workplace harassment and those who could not attend will participate in an online course.

Sandra noted that the Children's Authors event was a great success with over 40 people in attendance and that the Friends earned over \$100.00 in book sale proceeds from the event.

Facilities Report:

Frank reported that nothing new has occurred this past month.

Personnel Report:

Casey reported that Sandra's evaluation was exemplary as usual, noting Sandra's incredible grace under pressure as well as her ability to handle both challenging facility issues as well as the ongoing budget.

OLD BUSINESS

Insurance claim status

Sandra shared a handout regarding the insurance claim for flooding in the Children's Area this past winter. Sandra noted that we replaced all the ceiling tiles, but that cost was not covered as it was excluded in the insurance policy. Sandra noted that she still has an outstanding bill for ServPro and that she will negotiate some of that money before she settles the bill with them. Discussion was had about what to do with the balance of the insurance money and whether or not we should replenish the Ensor account for \$16,000, which we transferred to cover the costs. Both Kristina and Sandra recommended that we put the bulk of the insurance check back into our checking account in order to cover our outstanding payroll bill. John asked to see a very detailed accounting of the final bill and insurance payment before we replenish the Ensor account. Bruce noted that we may be better off if we replenish the Ensor account before the end of the fiscal year. A motion was made and seconded to replenish the \$16,000 that we borrowed from the Ensor account with the insurance claim check immediately. Motion was approved.

Attic insulation update

Frank reported that the independent scientist evaluated the attic insulation and he reported that the insulation needed to be replaced so the company has agreed to do so at no cost to the Library. The scientist also noted that since the insulation is not fire retardant and is used in a storage space, it needs an ignition barrier. The installer gave us a quote of \$2,060 for this. Frank noted that it will be much more expensive (\$3,700) and logistically complicated if we use another company to coat the insulation. Frank recommended that we have samples taken in order to ensure that the insulation is properly installed this time around. A motion was made and seconded to spend \$2,060 to have Dayco coat the newly installed insulation. Motion was approved. Sandra noted that she and Frank need to have another meeting with Dayco in order to figure out how to manage the process.

Second Floor Bathroom update and capital reserve plan

Frank reported that our request to replace part of the mechanical systems has been approved by Town Meeting for FY 2016. Discussion ensued regarding whether or not to proceed with the HVAC project as approved by Town Meeting.

Frank discussed the problem with the waste line in the staff bathroom on the ground floor. Frank explained that the piping is routed through a sump pipe, and he noted that the routing of the waste line is potentially damaging. It would cost \$9,000 to repair and re-route it. Sandra noted that we do have the funds available in the renovations budget for next year instead of waiting to use the capital reserve funds that have been earmarked for the next two years. A motion was made and seconded to proceed with the corrective plumbing work to the lower level staff bathroom replacing the toilet and septic and waste lines. Motion was approved.

Frank reported on the drainage issue in the back garden. A scope was run to identify the drainage issue and revealed that a line was cut causing damage. Frank recommends speaking with Richard Lee to discuss what happened when the line was cut in order to get a better sense of the extent of the damage and how to remedy it.

NEW BUSINESS

Town Meeting Recap

Sandra reported that the town voted to go back to holding town meetings in March so that will impact our budgeting process as fiscal 2017 budget will be due in September so Sandra underscored that we will need to be even more proactive in the process.

Otherwise, Sandra noted that the town meeting was very positive and all motions passed.

Hiring of Two part-time Staff

Sandra reported that she has verbal acceptance from two people to replace recently retired staff. The new staff members will begin their orientation on June 29 and have already begun the process of the criminal background check. These staff members will take on an average of nine hours per week including evenings and Saturdays. Sandra reported that both persons have Masters' degrees and have worked as media specialists in school settings and are semi-retired. Sandra will share their names with us after she informs those finalists who did not get the positions.

Community Garden Items

Sandra noted that TML board is in charge of officially accepting gifts; thus, she reported that someone has offered a sculpture entitled "Swans" by John Weidman. Discussion ensued regarding placement of the sculpture and whether or not we should accept it. Consensus was to decline the gift.

Sandra noted that TML board is in charge of use of the back garden and the policy does not allow private functions. Sandra has been approached by someone who would like to hold a memorial service in the garden and has offered to give \$1,000 to the Community Garden as payment. Consensus was to decline the request.

UPCOMING SPECIAL EVENTS / MEETINGS

- Community Garden party, June 21 at 2:00 PM
- FY 2015 ends June 30
- Library closed on Saturday, July 4
- Library Director on vacation, September 7 – 20

OTHER BUSINESS / FUTURE AGENDA ITEMS

- Art and antiques
- NHLTA conference report (SL)
- CSC reciprocal borrowing agreement
- FY 2017 budget due September 28 to Town Administrator

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

- **Monday, July 20 at 4 p.m.**
- **Monday, August 17 at 4 p.m.**

ADJOURN

Meeting adjourned at 7:30 P.M.
Respectfully submitted,

Fiona Mills
Secretary