

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

Present: Bob Bowers, Lisa Ensign Wood, Bruce Parsons, Charlene Baxter, Dave Harris, Casey Buiso, and Sandra Licks.

Call to Order. Meeting called to order at 3:00 PM.

Meeting Minutes. A motion was made to accept the Board Meeting Minutes of June 21, 2012. The motion was seconded and unanimously approved.

Acceptance of Cash Donations. A motion was made to accept cash donations to the Library for the month June in the amount of \$495.00. The motion was seconded and unanimously approved.

Committee Reports.

Librarian's Report. Sandra updated the Board on the most recent Staff Meeting. The staff meets once a month on a Wednesday morning. This month's meeting covered clerical issues at the circulation desk, the mold remediation and air quality testing in the Children's Area, updates on the Summer Reading Programs for children, teens and adults, computer issues, and initial planning for the Volunteer Appreciation Lunch in September.

Treasurer's Report. Shelby presented the Board with Tracy Memorial Library Financial Statement for the fiscal year ending June 30, 2012. We have ended the year in good shape. The Financial Statement is attached with these minutes.

Building Committee Report. Dave reported that during the irrigation valve malfunction and replacement it was discovered that we do not have a manual emergency water shut off inside the building. He will be contacting a plumber to install one. It was suggested that we also install a sensor/alarm to alert the staff to any water issue since the shut off will be out of public view in the furnace room. We have a similar sensor/alarm in the bottom of the elevator shaft.

Since there has been a lack of rain, Dave has been watering the front landscaping. He also sprayed for Japanese Beetles. Glenn Bonewald will be returning later this summer to raise some of the low spots on our walkways to prevent water and ice build-up in the winter.

The Board discussed the proposed gift by Dick Leach of a new flag pole for the Library. Dick Leach has offered to pay for all expenses in removing the old flag pole and purchasing and installing the new flag pole. A motion was made to accept the gift of a new Library flag pole. The motion was seconded and unanimously approved. Bruce, Dave and Sandra will determine the location of the new flag pole and whether the flood light that illuminates the flag at night will

need to be moved or replaced. Dave will contact Dick Leach to start the process. Richard Lee will be reusing our current flag pole at one of the Town cemeteries.

Planning Committee Report. Bruce, Bob and Sandra met to discuss the remaining items on the punch list for Bruss Construction. The remaining ventilation donuts have been installed and painting has resumed. We are still waiting to receive the infrared photos from Bruss Construction.

ARC Mechanical is currently working at the Library this week to install the new ERV (ventilation) system as well as reworking parts of the old ERV system in the Children's Area. This work should be complete within the next week.

Wet Basement Solutions will be sealing the elevator shaft in the Children's Area on July 30th. Our elevator maintenance company, Stanley Elevator, will set up safety measures before work is done and will return at the end of the project to remove them.

Sandra has received two estimates for masonry work to the reference room chimney. She presented both estimates to the Board. The Board discussed the estimates from La Belle Masonry and Sanborn Masonry. A motion was made to authorize Sandra to negotiate and enter into a contract with La Belle Masonry for chimney work not to exceed \$5,000.00. The motion was seconded and approved. The cost of masonry work will be paid for out of our operating budget.

Personnel and Policies Committee Report. Charlene reported that Sandra has brought a Library patron issue to her attention. We need to enter into Non-Public Session to discuss it.

Non-Public Session. A motion was made to go into Non-Public Session to discuss a Library patron issue as allowed under RSA 91-A:3 II c. The motion was seconded and approved. Non-Public Session was entered at 3:37 PM. Public Session was re-entered at 3:52 PM.

Old Business.

Scott Lawson Group. Sandra has prepared a letter to Scott Lawson Group asking for a return of the money we spent with them on air quality testing that turned out to be faulty. The Board had a few suggestions about the letter. Bruce and Bob will work with Sandra to revise the letter and Sandra will send it to Scott Lawson Group. The total we are asking for is \$4,200.00.

PR for Mascoma Savings Bank. Sandra submitted to the Intertown Record a photo of our new front entryway and a press release thanking Mascoma Savings Bank for the \$25,000 grant. The photo and press release were printed in this week's Intertown Record. Sandra has also posted the photo and press release on the Library website.

New Business.

Hospital Day Parade. Tina Helm has invited all Town Elected and Appointed Officials to march in the Hospital Day Parade on Saturday, August 4th. Please let Tina know if you are interested in participating.

Children's Area Clean-Up. With the installation of the new ventilation system in the Children's Area, a thin layer of dust has covered everything in the Children's Non-Fiction Area and Art Project Room. Kathy Tracy has requested a cleaning person to perform a one-time cleaning of the area once all ventilation work is done. The Board agreed that this should be done.

New Executive Councilor. Sandra informed the Board that New London has a new Executive Councilor, Ray Burton. He will tour the Library on August 3rd at 8:30. Board Members are invited to join Sandra during the tour.

Friends of TML. Lisa reported that the Friends of TML have begun their annual Fundraising Drive. Letters have been mailed to nearly 600 Library patrons and friends.

On Tuesday, October 9th, the Friends will be hosting a lecture given by Reeve Lindbergh, daughter of Charles and Anne Morrow Lindbergh. Reeve has recently published a selection of her mother's essays and letters.

Next Meeting. Our next Board Meeting will be Thursday, September 13th at 3:30 PM.

Meeting adjourned at 4:10 PM.

Respectfully submitted,

Lisa Ensign Wood
Secretary