

Tracy Memorial Library
Board Meeting Minutes
July 20, 2015

Present: Frank Anzalone, Wendy Dumais, John Garvey, Matt Hubbard, Fiona Mills, Kristina Regan, Gordon Terwilliger, Sandra Licks and Minute Taker – Laura Halkenhauser

Called to Order: 4:05 pm

Welcome: Ms. Laura Halkenhauser, Minute-Taker

MEETING MINUTES: A motion to approve minutes of June 8th, 2015, the motion was seconded and unanimously approved.

ACCEPTANCE OF CASH DONATIONS: A motion was made to accept \$150.00 in cash donations. The motion was seconded and unanimously approved.

COMMITTEE MEETINGS & REPORTS:

- ✧ Librarian's Report: Ms. Licks announced the two most recent hires for the circulation desk, Nancy Alibrandi, and Bill Bastille, who will work approximately 9 hrs – Saturdays & Evenings. Both have had in-depth training, with practice scenarios, and a meet and greet luncheon was held for all the staff members.

June 21 - the Garden party was held inside due to inclement weather. The event was adjourned to circulation desk for the reception.

The Friends of TML want to write a short article on trustees so Ms. Licks asked for new trustees to prepare something personal or professional. The article will include a photo.

Robert Deporter sent \$300.00 for continued maintenance of the re-landscaped exterior. Ms. Licks will send a "thank you" and will spend all money as it's been earmarked. Mr. Garvey suggested sending an email with photo to keep Mr. Deporter updated.

Book Sale: The Council on Aging will no longer be able to handle the annual book sale. In anticipation that it might be handed back to the library, Ms. Licks is concerned by the amount of work to organize the event, that the library has no storage for the 40,000 books that are donated and many contributions are not in resale condition. Mr. Hubbard will look into free storage. It was proposed that the library be the point of drop-off en route to a second location, that we appeal for volunteers, possibly interns from the college and/or the PTO. Ms. Licks will ask the COA how much profit was made but reiterated that the Library does not have the staffing or storage to re-assume the book sale.

- ✧ **Treasurer's Report:** With the Library having its year-end, Ms. Regan walked the group through the TML financial statements. Looking at the balance sheet, she explained how the LSB ending balance of ~\$9K was lower than the prior two years due to maintenance costs, but in line with historical amounts. She also noted that the Deporter account had been spent down to reflect grounds work and that there would be a \$300 deposit made to that account in the new fiscal year. The non-restricted funds also reflect the replenished Ensor funds.

Ms. Regan then walked the group through the Profit & Loss Statement. TML was slightly above budget for income as we did have to use the Ensor funds to help prevent a cash flow crunch. Turning to expenses Ms. Regan highlighted line items that ran over budget. Some of those included maintenance due to the floods, cleaning of the windows and extra cable bill with the latter to be accounted for in next year's budget. For supplies, custodial was above budget due also to cleaning for the floods. She also noted that equipment ran over budget due to the air purifiers that are classified under new equipment and the need to fix past computer issues.

Ms. Regan, Ms. Licks, and Mr. Hubbard have started to work on the FY17 budget and will have another meeting to iron out their estimates before showing it to the board.

- ✧ **Facilities Committee:** Mr. Anzalone reported a contractor has been scheduled to start repairs on the lower level bathroom in mid-August and that most of the noisy/dirty work will be done on Mondays.

Meeting Room: The heating & cooling - for the meeting room wing will be taken care of using capital reserve by June 30th, 2016. Ms. Licks added that the hot water heater and the furnace heat exchanger, under warranty, were replaced.

NL Public Works: Mr. Anzalone proposed to meet with Mr. Richard Lee to discuss the perimeter drains and how to remedy flooding. Also, a pre-logistical meeting is going to be set up with Dayco to remedy the 2008 attic insulation.

Back Corner Drainage: We are awaiting Mr. Dave Harris' assessment of this problem.

- ✧ **Personnel & Policy Committee:** Mr. Garvey advised that this discussion should be moved to non-public issues for legal purposes.

OLD BUSINESS:

ServPro Bill – See Non-Public

Art and Antiques – to be discussed next meeting

NONPUBLIC: A motion was made to go into Non-Public Session to discuss a potential legal issue with a contractor, a problem patron, and an employee issue as allowed under RSA 91-A:3 IIC. The motion was seconded and approved. Non-Public Session was entered at 4:35 and ended at 5:20 approximately.

NEW BUSINESS:

- ✧ **Summer Reading Programs** Ms. Licks reported that the Wednesday & Thursday Summer Reading programs have had a lower attendance than in previous years. The conclusion was that Ms. Tracy had been very good about reminder emails.
- ✧ **Search for new Head of Youth Services** Ms. Licks reported that she has received 16 applications for the position. May re-post position in the fall if a suitable candidate is not identified in this cycle.
- ✧ **CSC reciprocal borrowing agreement** This agreement has been in place since 2012. The motion was made to have Ms. Licks sign off for up to 36 months on this agreement, the motion was seconded and unanimously approved.

UPCOMING EVENTS/MEETINGS:

- ⤴ **Library Director on vacation**, September 7-20 Board of Trustee Meeting is scheduled for September 23 due to the importance of the FY 2017.
- ⤴ **Volunteer Luncheon October 19** – Ms. Licks reported that the library has approximately 90 volunteers. Ms. Licks would like Board members to attend. This is happening on the same day as our October Board meeting. It was agreed that the Board of Trustees meeting will remain at 4 pm.
- ⤴ **Adult Local Authors 2nd Annual Event planned for October 7** Ms. Licks is hoping for 5-6 local authors. If we don't get enough we may alternate years with this event.

OTHER BUSINESS/FUTURE AGENDA ITEMS:

- ⤴ **NHLTA conference report** - Ms. Licks will expound at next meeting.
- ⤴ **FY 2017** budget needs to be voted on at September meeting.
- ⤴ **Circulation Cards** – due to complaints by patrons, possible solution may be a cellphone app.
- ⤴ **Antiques Appraisal** - discussion of antiques appraiser for insurance.

NEXT MEETINGS:

The Board meeting will be on Monday, August 17, at 4 pm
Wednesday, September 23 at 4 pm
Monday, October 19 at 4 pm
Monday, November 16 at 4 pm
Monday, December 21 at 4 pm

MEETING ADJOURNED: 5:41 PM

Respectfully submitted,

Laura Halkenhauser
Minute-Taker