

**Tracy Memorial Library
Board Meeting Minutes
July 21, 2011**

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

Meeting called to order at 3:30 PM.

Meeting Minutes. A motion was made to accept the Board Meeting Minutes of June 23, 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 June in the amount of \$200.00. The motion was seconded and approved.

Committee Reports.

Librarian's Report. Sandra met with Charlene and Bob for her annual review. She was asked to develop some goals for herself for the upcoming year. She outlined the following goals.

- *Assistant Director: Hire, train, and develop a good working relationship with Assistant Director.

- *NH Room: Define the purpose of the NH Room and catalog/organize NH Room collection. Perhaps relocating the reference room to the NH Room, thus making more space in the current reference room for patron computers/technology and our growing a/v collection.

- *Art Appraisal: Perform a current appraisal of the library's art collection.

- *Circulation Desk: Continue to streamline procedures at the circulation desk.

- *Collections: Better integrate our book collection and our downloadable collection, and better market the available collections to our patrons.

- *Professional Organizations. Attend more professional library organization events within NH and New England. Include the new Assistant Director in the events as well.

- *Library Maintenance: Develop a master annual maintenance schedule for the library.

- *Retreat: Revisit the results of the Library Board Retreat of Fall 2010 to see how we have implemented ideas/decisions and whether we need further evaluation or changes.

Treasurer's Report. Shelby presented the treasurer's report for the first 6 months of 2011. The report is included with these minutes. This report concludes the 6 month budget of our 18 month budget to align with the Town's new fiscal year. As of 7/1, we begin our 12 month budget. The 6 month treasurer's report shows receipts slightly ahead of disbursements.

Shelby was contacted by Gordon Marshall, Friends of TML treasurer. Gordon informed her that there will be money remaining from the donation for the front landscaping. The amount remaining could be up to \$5,000, depending on final work and invoices. The donor has requested that any remaining money should be held for future landscaping maintenance. The Friends of TML would like to turn this money over to the Board of Trustees to hold for that use.

This issue was discussed among the Board, and it was decided to wait until the landscaping is complete and all bills have been paid. Once we know the exact amount of money remaining, we will handle the transfer of money from the Friends of TML to Tracy Memorial Library.

Building/Planning Committee.

Front Landscaping. Dave reported on the progress of the front landscaping. The installation is nearly complete. Glenn Bonewald has installed as much as he can until the new entryway is complete. A few minor changes in plant material were made upon the advice of Glenn Bonewald. The plantings were installed further away from the building than originally planned at Dave's request. Dave is meeting with the Community Garden's irrigation company to find out about installing irrigation for the front landscaping. The Community Garden will be purchasing and planting two urns for the front landscaping. They will be responsible for planting and maintaining the urns.

Building Project. Bruce reported on the progress on the building construction project.

Windows: The restoration of the front windows is in progress. The front windows are in and John Poston will be moving onto the side windows next week. Once he is finished installing the windows, John will have to go back to make final adjustments on each window.

Front Entry: The sub-ground work on the new front entry is complete. The construction will begin next week. While completing the sub-ground/drainage work, Precision Builders discovered the cause of the leak into the children's area of several years ago. The issue was resolved.

Painting: Painting has begun on the siding that has been installed. Both Bruce and Precision Builders agree that final coat needs to be heavier. Precision Builders will inform the painter and supervise.

Flooring: Biron's flooring returned to fix the carpet in the Tomie de Paola room. They repaired the issue with the seam. Bruce will continue to work on getting a 10-year warranty on the carpet.

Air Conditioning: The new A/C system is in place and running. There is still some final work to be finished within the next few weeks.

Attic Insulation: On August 8th, Dayco Insulation will be returning to fix the insulation in the attic. This is under warranty and there will be no charge.

Bruce advised the Board of two change orders. The first change order is for work to the children's art room. The air quality in this room is the worst in the library. The work proposed is to vent the room through the ceiling into the furnace room and tie into the venting system in the furnace room up through the old chimney. Also proposed is to remove the door between the children's art room and the furnace room. It is unnecessary as there is separate entrance to the furnace room. The cost for this work is \$2,168.78. A motion was made to approve a change order in the amount of \$2,168.78 for work to the children's art room and authorize Bruce Parsons to execute the change order. The motion was seconded and unanimously approved.

The second change order is for a tile change in the new front entry. There will be a tile border between the old tile and new tile to improve the look between the two areas as the tile cannot be matched exactly. The cost of this change order is \$185.00. A motion was made to

authorize Bruce Parsons to execute the tile change order in the amount of \$185.00. The motion was seconded and unanimously approved.

Personnel & Policies. Charlene reported that she and Bob met with Sandra for her annual review. She presented the written review to the Board. Sandra will begin working on staff reviews.

Old Business.

Presentation to Selectmen. Bob, Bruce and Sandra will be attending the July 25th Selectmen's Meeting to give them an update on our construction project.

Assistant Director Search. Sandra advised the Board that she has hired Jo-Ann Roy for the Assistant Library Director position. Jo-Ann starts Friday, July 29th. There will be a four-day overlap of Meghan and Jo-Ann for training purposes. Jo-Ann holds a Master's in Library Science from Simmons College. She has most recently worked at Milford Library.

Mascoma Bank Grant. Mascoma Bank was meeting on July 21st to make a decision on grant applications. We should hear within the next week whether we have been selected to receive a grant for the front entryway.

New Business.

Staff Resignation. One of our part-time staffers has resigned. Ed's last day will be August 4th. He is relocating to Salt Lake City.

Meeting Room Occupancy. Jay Lyon informed Sandra that he believes our posted occupancy limit for the meeting room is too high. Our current occupancy is 75. Jay is going to do some research and get back to us.

Upcoming Events/Meetings.

Front Landscaping Dedication. The dedication of the new front landscaping will take place on Saturday, July 23rd at 12:00 PM.

Next Meeting. The next Board meeting will be August 25th at 3:30 PM.

Meeting adjourned at 5:00 PM.

Respectfully submitted,

Lisa Ensign Wood
Secretary