

**Tracy Memorial Library
Board Meeting Minutes
August 1, 2013**

Present: Dave Harris, Charlene Baxter, Bruce Parsons, Shelby Blunt, Kristina Regan, Fiona Mills, and Sandra Licks.

Meeting called to order at 3:31 PM.

Meeting Minutes. A motion was made to accept the Board Meeting Minutes of June 27, 2013. The motion was seconded and approved.

Committee Reports.

Librarian's Report. Sandra reported that the summer reading program wrapped up and was a great success. 150 children participated – an all time high. There was a query as to whether we should consider if 150 is too many participants. Kathy will assess the numbers and see if she needs to modify the program for next year. Librarians were disappointed with the low participation in the teen and adult summer reading programs. Only six teens participated in the book reviews and raffles. There was very little attendance at the four events; four programs were set up and two programs had no participants. Perhaps we should consider making the program more flexible – possibly extend ending time through the end of August for completion of raffles and reading lists. Charlene wondered if we should advertise more extensively. Bruce mentioned putting flyers/ads in local churches. Regarding the adult program, only twelve adults actually turned in their game boards. Again – maybe we need to extend the time for completion. On an alternate note, drop in story time with Ms. Beth has been very well-attended with over twenty children or more attending each week. Sandra relayed the praise for Beth's enthusiasm and dynamism.

Sandra reported that a staff member's father passed away and the service is on August 17. The service is at 11 a.m. during the library's open hours on Saturday. Sandra shared her concerns about staffing the library given the potential desire of the staff to attend the service. Several members, along with Sandra, raised the possibility of closing the library on that day. Charlene suggested that if we did so, we could put a note in *The Shopper* and advertise the closing. Shelby suggested we could look for floaters to come in to cover for the staff. Sandra agreed to see if she can find enough staff to work on that day.

Sandra gave a brief update on a staff member regarding her chemo treatments – she has two more treatments to go over the next few weeks. She is feeling sick, but optimistic that she will get approval to return in the fall.

Sandra reported that the Friends of the Library had a great meeting on Monday, July 29. They have four new members (Franny McColgan, Frank Duffy, Patsy Steverson, and Becca Reeve). The new people will be elected formally at the annual meeting in October. There will be a speaker at the event – Jim Wright, former President of Dartmouth, and he will read from his book on veterans. They have sent out their annual fundraising letter to about 600 people, from which they typically raise about

\$19,000.00. They have received \$1500.00 so far from two anonymous donors. This year the Friends are looking to redo the upholstered chairs in the library. Bruce mentioned the need to refurbish the tables in the Reading Room and suggested that maybe the group could focus on that room next. Bruce and Dave agreed that the wingback chairs are in need of care. There was a suggestion made that perhaps we could solicit gifts from specific donors for this project. Shelby noted that the last time they needed reupholstery done, they used the state prison and saved a lot of money. Sandra explained the role of the Friends to Fiona and Kristina noting that the group funds special things that taxpayer money doesn't support such as the Summer Reading program. They also fund the downloadable audiobooks and e-books. Sandra expressed the possibility of shifting this to the library's regular budget. It costs \$1000.00 a year so we should consider factoring this expense into our next budget. Sandra also reported that the Friends are exploring other fundraising ideas – Friends-sponsored travel via Colette Travel and selling signed images of the library.

Sandra also reported that the rug in the Meeting Room was cleaned and looks fabulous.

Sandra also reported that the alarm system has been fixed – it was a bad switch.

Treasurer's Report. Shelby provided a thorough overview of the library's annual budget accompanied by detailed handouts. She carefully explained the monthly expenditures. Kristina expressed her desire to work closely with Shelby on the budget as she is a new member of the Budget committee. Shelby noted that repairs account for a significant majority of the library budget. Sandra reported that the fuel budget was overestimated last year by about \$7,000.00. Accordingly, the budget has been adjusted to \$9,000.00 for this coming year. Bruce noted that we can assess the degree days from the last ten years to estimate our fuel budget more accurately. Bruce agreed to examine the usage records from the past few years and to analyze them to give us a better sense of what to budget for the following year. Bruce wondered if we should ask PSNH to come in again to evaluate our energy usage. There was some discussion as to whether or not this was necessary as a previous trustee recently did an assessment. Bruce explained that PSNH will come out for free so Sandra agreed to call them to set up an energy assessment.

Building/Planning Report. Dave reported that the Community Garden expects us to contribute to their recent repair bill of \$900.00. The bill is from March for work done in May 2012 from when Pete broke the irrigation line in the corner. The Garden believes that the library should share some of the costs based on some damage that was done to the irrigation system that required some repairs. There has been some debate about how much damage Pete did – could be as much as \$500.00. It was agreed that we should ask Pete about this. We have billed the Garden for \$500.00 for the valves and still have not received any money. Shelby wondered whether we should reassess our agreement with the Garden. Dave stated that going forward it should be clarified that anything from the valve on is their responsibility so this should be specified more clearly in our agreement with them. Dave will provide an update on the billing by our next meeting after he continues his discussion with Garden members.

Dave reported that some time next week he will use Roundup to get rid of weeds on the walkways. Sandra queried whether or not it is fair to rely on volunteers or Trustees to do such kind of work.

Dave reported that some of the plant choices that the Community Garden made were not the best. The hydrangeas need to be sprayed at the beginning of the season. The elm trees are fine – no Japanese beetles. The blue spruce is now being eaten by something. Dave will find out what is going on with that.

There was some discussion as to whether or not we should pay Sue Ellen to take care of the front garden area if the Garden won't do it. Dave will discuss this option with the Garden.

Dave reported that we need new mulch out front.

Bruce wondered if we should have Chippers come out and assess the grass and the crabgrass.

Dave noted that the walkways need to be assessed regarding the puddles.

Bruce provided an update on the dehumidifier situation and suggested that we hire a mechanical engineer rather than an HVAC person who has a fiscal interest in trying to sell us something. Sandra has not heard back from ARC. Bruce suggested that Sandra call Doug Wait, a mechanical engineer who has been highly recommended.

Bruce reported that they have hired Frank Anzalone for \$500.00 to assess the parking lot situation. Bruce provided a detailed handout delineating the proposed changes to the parking lot. There will be a van handicap spot with an extended striped area to prevent people from hitting the bollards. Frank initially suggested making all the spots handicap spots. Instead, there will be two regular spots, one handicap spot and lots of yellow striping.

Bruce reported that he has spoken to a selectman and the Town Administrator about possibly putting up a split rail fence around the parking lot across the street. They will bring this to the planning board to find out if the town would have any issues.

Bruce reported that he will talk to Richard next week to see how soon he can bring in the striping crew and noted that it is most likely that he won't charge us. The plan is to do the striping first and wait on installing the bollards. The existing rails are serviceable, but, Bruce noted, they won't last if they get hit again. There was a suggestion to wait on this project and render it a Capital Improvement Project for next year. Bruce reported that we will need \$5500.00 for six bollards. We have \$3000.00 from the Ensor family that is not earmarked yet and it was suggested that perhaps we could use it for this project. We could also use the \$1200.00 left in the bond to fix the rails.

Bruce reported that Madeline Flagg is coming back to re-test mold on Monday, August 5, at 10 a.m.

Personnel & Policies. Sandra and Charlene will meet with Kristina and Fiona regarding TML policy manuals.

Old Business.

Interim Disbursement from Ensor Estate - \$3000.00 was just received. Money is not earmarked for anything yet.

Depiction of TML on db Landscaping website. TML is still on db Landscaping website. Charlene wrote a follow up letter after Bob has done so several times. Bob suggested that we write a new letter and cc the town lawyer on the letter. Kristina volunteered to mention this problem to her friend who works at db Landscaping. Bruce noted that there are photos of TML on Frank Anzalone's website.

Charlene raised whether or not we should have a consistent policy about including TML on websites. Charlene expressed her concern that Frank did not ask permission to include TML on his website. Bruce agreed to mention this to Frank.

NEW BUSINESS

- **Thank you notes from Bob Bowers, Lisa Ensign and Timmie Poh** - Sandra distributed the thank you notes.
- **Attendance at NH Library Trustees Association spring conference** - Both Charlene and Casey attended. Charlene shared some materials – in particular some interesting information about a PAC dedicated to library voting issues and funding. Charlene will bring materials to our larger discussion at our upcoming retreat.
- **Maintenance of Front Garden** – Dave will follow up. See discussion under Building Committee report.
- **Renewal of reciprocal borrowing agreement with CSC library** – Sandra noted that the agreement has minimal impact on library. They count for 1% of library population. Sandra reported that there has only been one case of a Colby-Sawyer cardholder leaving town without returning their items (\$75.00). Only fifty percent of students actually collect their \$20.00 deposit when they leave town. There was some discussion about whether or not we should assess this policy each year or extend it beyond an annual agreement. There was consensus that it is a good idea to assess every twelve months. Motion was approved.
- **Ideas for the Retreat** - Our retreat will take place on October 17 from 2-5 p.m. There was some discussion regarding what to focus on during the retreat. Sandra noted that during the last retreat we focused on who are the library customers. Charlene suggested looking at Sandra's goals or to think about the materials she got at the library conference or to discuss the use of a library consultant as the Newberry library is doing. Shelby wondered whether we need a larger discussion regarding long-term maintenance goals and projects or a realistic financial assessment of what our needs will be going forward. Shelby suggested we tour the building to assess needs. Some other possible questions to focus on include: Are we using the building to its best potential? Should we discuss the gardens and what we need to do and/or expect or want? Should we invite the Friends and the Community Garden to come in to discuss their plans/goals? Shelby suggested having them come to a future Board meeting once we know what we would like from them. Charlene and Sandra will put together a potential draft for the retreat and will share it at the September Board meeting.

UPCOMING SPECIAL EVENTS/MEETINGS

- **Re-test of basement air quality** - Monday, August 5, Madeline Flagg is coming back to re-test mold on Monday at 10 a.m.

NEXT MEETING

- Thursday, September 19th at 3:30 PM
- Retreat: Thursday, October 17, 2-5 p.m.

Meeting adjourned at 5:00 PM.

Respectfully submitted,

Fiona Mills
Secretary