

**Tracy Memorial Library
Board Meeting Minutes
August 17, 2015**

Present: Wendy Dumais, John Garvey, Fiona Mills, Gordon Terwilliger, Sandra Licks and Minute Taker – Laura Halkenhauser

Called to Order: 4:02 pm

MEETING MINUTES: A motion was made to approve minutes of July 20 the motion was seconded and unanimously approved.

ACCEPTANCE OF CASH DONATIONS: A motion to accept \$275.00 was seconded and unanimously approved.

COMMITTEE MEETINGS & REPORTS:

Librarian's Report

Regarding the Summer Reading Program - Ms. Licks sent thank-you's (notes and gifts) to 3 groups of people who helped. Adult volunteers (Qty 3) who staffed the desk 20 hours+ to do reading check-ins, shelve, give prizes, managed registrations and helped with activity days: Beth Perkins, Casey Biuso, Lisa Ensign Wood were given Lake Sunapee Chamber Gift Certificates. Teen volunteers who helped with activity days (Qty 5): Kaitlin Glidewell, Jonathan Glidewell, Erin Gilchrist, Mackenzie Timbrell, Linda Potter (adult), were given gift certificates to the Morgan Hill Book Store. Staff who stepped up (all pitched in but 4 in particular) Lisa Dawn Glidewell, Emma Davis, Beth West & Megan Stewart. They were given modest gift certificates.

Reciprocal borrowing agreement with CSC Library was signed for 3 years. This agreement will stand until September 2018.

The Friends of TML Summer Tracings newsletter just out.

Local Author Event Update There have been 8 submissions for the local author program. Submissions were fiction & non-fiction, no poetry this year.

The Friends Fundraising letter was sent to nearly 600: 350 previous donors, 90 Summer Reading Program families, 40 high-users, 100 new patrons. In the first three weeks, 155 people donated a total of \$11,400.

Previous Head of Youth Services - Kathy Tracy was thanked on the website as of July 22, 2015. also, Ms. Licks included a "Thank You" in her Tracings column.

Teen and Adult Summer Reading Programs to end week Aug 21, 2015. Weekly incentives (Arctic Dreams gift cards) and the final prizes are sponsored by Friends of TML.

Thursday's Child at the NL Inn held in May netted \$931. It will be split between Friends of TML and the Community Garden. The amount was double the amount of the previous year.

Facilities committee:

Downstairs bathroom renovation: was started on Aug 4. At present, the project is on temporary hold pending plumber, as the demolition has been done and the ejector pit

has been done. The elevator is usable.

NL Public Works: Mr. Anzalone and Ms. Licks met with Mr. Richard Lee and walked the perimeter of the property to evaluate the perimeter drains. A General contractor is going to do an inspection and submit a proposal. The funds would be built into the capital reserve. A plan is needed to avoid subsequent floods, if possible.

Railing in the parking area: Ms. Licks addressed possible measures to be taken to avoid further damage by cars running into the railing. In addition to the railing being bent, the concrete is cracking. Mr. Anzalone is researching the most cost effective solution. Ideas are orange traffic cones, permanent traffic cones - weighted - Post/Bollard, to be integrated into railing rather than something that will protrude. A bump, or rumble strip, or a chip and motion camera that takes 10,000 photos were suggested. The chip can be and looked at on a computer to identify the offender.

Personnel & Policy Committee

OLD BUSINESS:

ServPro: Mr. Garvey reported that we resolved the bill at a fair price in a way that was appropriate. Kudos to Ms. Licks who got different comps in order to address this issue.

Art and antiques: An itemized list was given out. Ms. Licks reported that Art, Furniture, and antiques have been appraised for a grand total of \$47,000.00 value. The items are not listed on the property liability insurance. The cost to insure the items is .63 cents per thousand – a modest \$30.00 per year. Some items have decreased in value, from the 1980's due to the cyclical nature of collectibles. However, most of the furniture items are of sentimental value as they belonged to Mrs. Tracy. Ms. Licks proposed to repair and restore the Tracy furniture one item at a time and fund the restoration out of the operational budget. As TML is not paying a youth services librarian during this interim, the funds allocated for that position could be used on this behalf.

A motion to purchase fine arts insurance was made and seconded and unanimously approved.

A motion to begin the restoration process was made and seconded and unanimously approved.

Search for new Head of Youth Services: Ms. Licks reported that she had 17 candidates for the position; after 5 telephone interviews, she whittled it down to 3 for face-to-face interviews. One candidate stood out and on Friday, August 21st, Ms. Licks, Mr. Terwilliger and Ms. Mills plan to meet with this person for a second interview. The candidate has lived in this area in the past and is interested in returning. Although the candidate has not completed graduate work, having 15 years experience is a boon. The earliest this person could fill the position would be the end of September or beginning of October.

NEW BUSINESS:

Accessible parking in the 10-minute area: Ms. Mills reported having met with a

wheelchair-bound person who voiced concern regarding the handicap parking spot. The driveway with 2 -10-minute parking spots and one handicapped spot is an ongoing discussion. Nothing actionable at this point.

Interim plan for Children's Dept: Ms. Lisa Dawn Glidewell has agreed to cover Tues – Thurs. from 9-5 as well as Sat. mornings. This will allow a drop-in children's story time, although no craft. A take home craft will be available. On Friday's Ms. West & Ms. Stewart will be available to make rounds in the children's area.

Ms. Lick's vacation Sept and coverage: Assistant Director, Ms. Jo-Ann Roy will cover and prioritize for Ms. Licks. Ms. Mills suggested that the Board of Trustees be available for backup. Should Mr. Anzalone not be available, Mr. Bruce Parsons will cover for him. The building contractor will also be available.

UPCOMING SPECIAL EVENTS / MEETINGS:

Library Director on vacation, September 7 – 20.

Local author event, October 7, at 7 PM – please come if interested.

Volunteer luncheon, October 19, 11:30 AM – 1 PM. Trustees able to attend have been asked to bring a dish – let Ms. Licks know if you will be able to attend and what you will bring. 90 volunteers will be invited.

Library Director and Assistant Director at NELA conference, October 25 – 27
Sunday through Tuesday - in Manchester.

OTHER BUSINESS / FUTURE AGENDA ITEMS:

FY 2017 budget (due September 28 to Town Administrator) Ms. Regan, Mr. Hubbard and Ms. Licks will be meeting Sept. 3.

Areas that contribute to dissatisfied patrons - No card/no service, renewal limits, late returns and discussion to revisit the app idea. Possibly in Nov.

NHLTA conference report (SL) went to in May.

Computer & Internet policy personnel & policy to take a look at.

NON-PUBLIC: A motion was made to go into Non-Public session to discuss a problem patron as allowed under RSA 91-A:3 II (a-h). The motion was seconded and approved. Non-Public Session was entered at 4:35 and ended at 4:45.

NEXT MEETINGS: – The 3rd Monday schedule will be maintained except for September.

Wednesday, September 23 at 4 PM for the budget issue.

Monday, October 19 at 4 PM

Monday, November 16 at 4 PM

Monday, December 21 at 4 PM

MEETING ADJOURNED: 5:09

Respectfully submitted,

Laura Halkenhauser