

**Tracy Memorial Library  
Board Meeting Minutes  
August 25, 2011**

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

Meeting called to order 3:30 PM.

**Meeting Minutes.** A motion was made to accept the Board Meeting Minutes of July 21, 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 July in the amount of \$700.00. The motion was seconded and approved.

**Committee Reports.**

**Librarian's Report.** This month's report is from Kathy Tracy, Children's Librarian. The report provides an overview of the summer reading programs and activities. It was a busy and successful summer in the Children's Area. Her report is attached with these minutes.

**Building/Planning Committee.**

**Front Landscaping.** Dave reported that Glenn Bonewald will be returning in a week to complete the final phase of front landscaping once the entryway is completely finished. There will be no room for in ground plantings on either side of the new entryway. It would be possible to have urns on either side of the entryway.

**Window Restoration.** Bruce reported that the window restoration is going along fine. John Poston is currently working on the curved wall of windows on the Pleasant Street side of the Library. Bruce expects that the window restoration should be complete by the 2<sup>nd</sup> week of September.

**Construction Project.** Bruce reported that the project is moving along towards conclusion. Bruce construction is currently working off a four page punch list. With the change orders so far, we are looking at a cost of \$334,000. The front entryway is nearly complete and will be open on Tuesday, 8/30. As the new entryway was under construction it was discovered that the handicapped parking spot will not work in its current location. The spot needs to be moved towards Pleasant Street about 4-6 feet. This would make it difficult for cars to enter the 10 minute parking lot. Bruce will be speaking with architect Frank Anzalone about the possibility of reducing the size of the island to allow for more room for cars to enter.

**Personnel & Policies.** Charlene reported that Sandra's review has been finalized, and that Sandra is in the process of completing staff evaluations.

### **Old Business.**

**Mascoma Savings Bank grant.** Sandra was informed that the Library will be receiving a \$25,000 grant from Mascoma Savings Bank for our new front entryway. We will receive \$12,500 in 2011 and \$12,500 in 2012. The Board will need to decide how to publicly acknowledge Mascoma Savings Bank.

### **New Business.**

**Entryway.** The new Library entrance will be reopening on Tuesday, 8/30. There will be a ribbon cutting ceremony at 8:45 AM, and the Library will open at 9:00 AM. Bob and Sandra will speak at the ribbon cutting ceremony.

**Window Shades.** Sandra reported that with the installation of the new windows in the meeting room and NH room, we will need new window shades. There are 11 windows in the meeting room and 7 windows in the NH room. The most critical need is window shades for the meeting room as the room needs to be darkened for many meetings using the AV equipment. Sandra and Charlene will investigate possible choices/costs through online window treatments companies.

**New Circulation Assistant.** Sandra has hired Beth West as the new circulation assistant. She begins on Monday, 8/29.

**Volunteer Appreciation Luncheon.** The luncheon will take place on September 12<sup>th</sup> from 11:30 to 12:30. 100 invitations will be going out, and about 50 volunteers attended last year. Sandra asked that any Board members attending please sign up to bring a dish to share.

**Staff Appreciation.** Bob suggested that we need to do something to thank the staff for their extreme patience and wonderful attitudes during the hectic construction process. We decided that the best time/place to do that would be at a Library staff meeting. Bob will coordinate which meeting the Board will attend.

**Furnace Room/Storage Area.** Bob and Bruce suggested that we clean out the furnace room and basement storage areas while we still have a dumpster at the Library. Any Board members who can help, please come to the Library on Monday, August 29 at 9:00 AM.

### **Upcoming Special Events.**

**Author Program.** Donald Hall will be speaking at the Library on 9/13 at 7:00 PM.

**Thursday's Child.** The Library and Community Garden are the recipients of the Thursday's Child dinner at the NL Inn on October 6<sup>th</sup>.

**Friends of TML.** Lisa reported that the Friends fundraising drive is currently underway. In the first three weeks of August, \$11,000 has been raised.

**Next Meeting.** The next Board meeting will be September 22<sup>nd</sup> at 3:30 PM.

Meeting adjourned at 4:55 PM.

Respectfully submitted,

Lisa Ensign Wood  
Secretary