

**Tracy Memorial Library
Board Meeting Minutes
August 26, 2010**

Present: Bob Bowers, Lisa Ensign Wood, Bruce Parsons, Charlene Baxter, Ki Clough, and Sandra Licks.

Absent: Shelby Blunt and Dave Harris

Call to Order. Meeting called to order at 3:35 PM.

Meeting Minutes. A motion was made to accept the Library Board Meeting Minutes of July 15, 2010. The motion was seconded and approved.

Acceptance of Cash Donations. A motion was made to accept the cash donations to the Library for the month of July totaling \$1,357.88. The motion was seconded and approved.

Committee Reports.

Librarian's Report.

Retreat. Sandra presented the board with information about our Library's usage, patron numbers, resident and non resident information, etc. in preparation for a discussion at our Fall retreat. The discussion will center around such issues as what is the mission of our Library and to better define who are our customers. It has been an overwhelmingly busy summer at the Library, and the staff has been stressed by both the amount of business and the negative attitudes of some patrons. We will work towards defining the issues facing the Library and creating solutions to these issues at our retreat.

Staffing. Now that volunteers are no longer able to help out at the circulation desk, Sandra feels that we need to add 2 part-time people to our staff starting in January. This will allow for a more well-rounded staffing situation, and more people to cover the circulation desk when there are sick days or vacation days. The board gave her the go ahead to add this into the 2011 proposed budget.

Food for Fines. Sandra announced that from September 18 . October 2 the Library will be having a Food For Fines program. Meghan Clark McDaniel came up with the idea of forgiving library fines for a two week period in exchange for patrons bringing in non-perishable food items for the Kearsarge Food Pantry. For every item a patron brings in, they would be allowed to remove \$1.00 from their library fines. The board thought this was a terrific idea and gave Sandra our approval. There will be advertising at the Library and in the Kearsarge Shopper. It is a great way for the Library and our patrons to give back to the community.

Problematic Patrons. There have been several problematic patrons this summer at the Library. One was caught stealing DVDs and several others have harassed the staff to the point of tears on more than one occasion. Sandra asked the Board if we could clarify our position on problematic patrons and whether she has the authority to revoke library privileges. After some discussion, a motion was made to give the Library Director the authority to revoke library privileges for any amount of time the Director determines is needed. The motion was seconded and approved. The Personnel Committee will add this to our Policy Manual and assist Sandra in creating a form to be used to notify patrons that their privileges are being revoked, why they are being revoked and for how long.

Tutoring. Kathy Tracy brought to Sandra's attention that there are several people tutoring students in the Library. Since the tutors are being paid, she was concerned that this might violate our policies. The board discussed the issue, and in accordance with our Policy Manual, we feel that it is not against Library policy.

Meeting Request. The NL Garden Club has once again requested the use of our Meeting Room for their annual Holiday Party. As they will be serving alcohol, they must get a certificate of insurance just as they did last year. A motion was made to approve their request subject to them providing proof of insurance. The motion was seconded and approved.

Bronze Pheasant. Page Crook (daughter of Syd Crook) visited the Library this summer and asked to see the Bronze Pheasant Sculpture that her great-grandmother donated to the Library. She asked if her family could have the sculpture returned to them. Sandra asked her to send a letter to the Board of Trustees stating her request. We will wait to discuss this once we receive the letter.

Building Committee.

Heating System. It has been determined that the radiant heating system in the Tomie de Paola room is unrepairable. What was thought to be sand in the system is actually the radiant heating pipes disintegrating. Bruss Construction has been brought in to give an estimate for replacing the system. The proposal came in at \$30,000. Bruce believes we can get this cost down to about \$20,000 if we have volunteers to remove the books, stacks, and carpeting before Bruss starts work. We do have another proposal coming from another company. The Board felt that if we can get the work done for \$20,000, that we can handle that cost. Due to the time constraints of getting this job underway before late Fall, a motion was made to authorize Bruce Parsons to contract for replacement of the radiant heating system in the Tomie de Paola room up to \$20,000. The motion was seconded and approved.

Old Business.

Capital Improvement Plan. The budget committee has asked about the possibility of the Library getting a bond of \$500,000 to use for the building repairs in our CIP. Bob has prepared a letter on behalf of the Library Board of Trustees to the budget committee responding to this suggestion. A copy of that letter is attached with these minutes.

Minutes online. Meghan Clark McDaniel has agreed to take the responsibility of posting our Library Board Meeting Minutes online through the Library's website. The minutes will be posted after they have been approved by the Board of Trustees.

New Business.

2011 Operating Budget. A draft of our 2011 (18-month) budget is due to Jessie Levine on 9/15/10. Bob, Shelby and Sandra will meet to finalize the draft budget. The draft budget will need to be approved by the Board at our 9/16/10 Board Meeting, so it will not be available to go Jessie until after that meeting. Sandra will let Jessie know this.

Library Board Retreat. Sandra will send out an email to all board members asking their availability for our Retreat for three different dates in late October/early November. We would like to have the Retreat on a Saturday morning from 8-12.

Upcoming Meetings and Events.

August 30th at 7:00: CIP subcommittee review. Sandra and Bob will attend.
September 13, 11:30 - 1:00 PM: Library Volunteer Luncheon
September 21, 8:00 AM: Budget Committee tour of the Library
October 7: Thursday's Child at NL Inn to benefit TML & the Community Garden

Friends of TML. Lisa reported that the Friends of TML annual fundraiser is underway and has raised over \$13,000 in the first three weeks of fundraising.

Next Board Meeting. Our next board meeting is scheduled for Thursday, September 16 at 3:30 PM.

The meeting was adjourned at 5:45 PM.

Respectfully submitted,

Lisa Ensign Wood
Secretary