

**Tracy Memorial Library
Board Meeting Minutes
September 13, 2012**

Present: Bob Bowers, Bruce Parsons, Dave Harris, Charlene Baxter, Shelby Blunt, Casey Buiso, Lisa Ensign Wood and Sandra Licks.

The meeting was called to order at 3:30 PM.

Meeting Minutes. A motion was made to accept the Board Meeting Minutes of July 19, 2012. The motion was seconded and approved.

Cash Donations. A motion was made to accept the cash donations to the Library of \$1,925.00 for July and \$3,515.00 for August. The motion was seconded and approved.

Committee Reports.

Librarian's Report. Sandra reported that the Volunteer Luncheon was well attended and enjoyed by all. The state-wide "Big Read" program will take place during October. The featured author is Edgar Allan Poe. The program will begin on October 2nd. Reeve Lindbergh will be giving a presentation at the Library on Tuesday, October 9th at 7:00 PM. This event is sponsored and hosted by the Friends of Tracy Library. The Children's Department had a busy and successful summer. Kathy is beginning her Fall programming, which will include story hours for toddlers and preschool-aged children, Friday Game Days for elementary school students, and a Skywatch Astronomy Program. The Children's Area was given a thorough cleaning after the ventilation system was installed. The problem patron of earlier in the summer has not returned to the Library since receiving the letter from Sandra. Her husband continues to use the Library. The Sunapee Library Director has resigned, and a search is now underway for a new Director.

Building Committee. Dave reported that the irrigation valve issue is still being worked out. The New London-Springfield Water Precinct came to inspect what had been done, and said that the wrong valve was installed. They shut the irrigation system down until the correct valve can be installed. AGS is coming next week to put in the correct valve and install a back flow drainage system. The New London-Springfield Water Precinct has been notified of the work.

Glenn Bonewald will be working on the front walkways before the end of September. He will be raising the areas of the walkways that collect water and freeze during the winter. This will be paid for out of the DePorter Fund.

Planning Committee. Bob, Bruce and Sandra met Thursday, 9/13 with representatives from Scott Lawson Group. Sandra had sent a letter to Scott Lawson Group requesting a refund from faulty testing they performed in the Children's Area. After receiving the letter, Scott Lawson Group requested a meeting. Bob, Bruce and Sandra outlined what had taken place and why we should get our money back. We should hear back from Scott Lawson Group next week with their decision.

Bruce and Sandra met with T.J. Alexander, an energy consultant about performing infrared testing for energy loss at the Library. He is preparing a proposal. Once we get his proposal, Bruce will go back to Bruss Construction, who originally performed infrared testing, and request the photos and testing results they have or inform them that they will be paying for our new infrared testing.

Bruce outlined for the Board our remaining punch list items with Bruss Construction. First, they owe us \$4,000 for the ventilation work that they incorrectly installed and that we had ARC Mechanical replace. Second, they owe us the infrared testing photos and results or they will have to pay for new testing. Third, there is still clapboard painting that needs to be finished. Bruce, Bob and Sandra will continue to work with Bruss on these issues.

The majority of the new ventilation work in the Children's Area is complete. ARC Mechanical will be returning over the next few weeks to complete the project.

LaBelle Masonry is nearly finished with the masonry work to seal the chimney. The work should be complete within the next week. Bruce discovered that there is some rot in the Garden Shed. A sill needs to be replaced. Sandra will contact Pete Swislosky for a proposal.

Sandra reminded the Board that the CIP planning process will start up in early October. She will set up a time for the Planning Committee to meet to discuss our CIP before meeting with the Town's CIP Committee.

Personnel and Policies. Charlene reported that there has been a resignation of a part-time staff member. Vanessa Mann has resigned in order to accept a full time job. The position is currently being advertised. Sandra has received 12 applications so far.

The reciprocal borrowing agreement with Colby-Sawyer College has reached the end of the 6-month trial period. Colby-Sawyer College and Tracy Library will renew the agreement for one year. The memorandum will be redrafted to remove the "trial period" language. A motion was made to renew the reciprocal borrowing agreement with Colby-Sawyer College. The motion was seconded and approved.

Old Business.

Flag Pole. The new flag pole has been installed. The original plaque could not be transferred to the new flag pole. Dick Leach is having a new plaque made. Once the plaque is installed, Sandra will send a letter of thanks to Dick Leach. The old flag pole is now at Old Main Street Cemetery.

New Business.

Computer Server. The Library needs a new computer server. The current server is beginning to fail, so the new server needs to be purchased and installed as soon as possible. Sandra outlined the cost of the new server and the amount of time necessary to have it up and running. The Library will be using Systems Plus Computers from Lebanon. The Town Offices and Police Department have also switched to Systems Plus for computer support. A motion was made to authorize the expenditure of up to \$5,000.00 to purchase a computer server and up to \$2,500.00 for labor costs related to installation. The motion was seconded and approved.

Special Request for Meeting Room. The Community Garden at Tracy Library has made a special request to us the Library Meeting Room on a Monday for its Volunteer Luncheon. A motion was made to grant the special request. The motion was seconded and approved.

Next Meeting. Our next Library Board Meeting will be on October 18, 2012 at 3:30 PM.

Meeting adjourned at 4:35 PM.

Respectfully submitted,

Lisa Ensign Wood
Secretary