

**Tracy Memorial Library  
Board Meeting Minutes  
September 17, 2014**

**Present:** Frank Anzalone, John Garvey, Bruce Parsons, Dave Harris, Kristina Regan, Fiona Mills, Casey Biuso and Sandra Licks.

**Meeting Minutes.** A motion was made to accept the Board Meeting Minutes of July 31, 2014. The motion was seconded and approved.

**Acceptance of Cash Donations.** A motion was made to accept \$1,125 in July and \$835 in August. The motion was seconded and approved.

**Committee Reports**

**Librarian's Report**

Sandra shared a summary of the teen and adult summer reading programs that ran longer than the children's programs did. Jo-Ann has been tracking these programs since 2012 when the programs were first initiated. In 2012, nine teenagers read forty books while in 2014 twenty-two teens participated and read eighty books. In 2012, fifteen adults participated and in 2014 twenty-six adults participated. These programs required little management on the part of the TML staff and involved game boards and raffle prizes sponsored by the Friends.

Sandra reported that all the carpets were shampooed by our regular cleaning company this past Sunday. The windows also have been cleaned inside and out. The fire alarm has been inspected with no problems. The Town Safety committee visited and did not find any major issues. The HVAC system has been serviced for the season and filters changed. Sandra noted the existence of a musty odor centered around the circulation desk and the HVAC company returned and found some issues and made some improvements, but a slight smell is still lingering a bit. There was a generator issue during last month's brown out -- it over-cranked and did not work. Sandra noted that fortunately this issue did not occur when it was raining or the Children's area possibly would have been flooded again.

Sandra reported on the installation of a new public computing system and acknowledged that there have been some glitches that Jo-Ann has been working diligently to troubleshoot. The machines have been down for two days in a row, currently. Jo-Ann is working with four companies including Systems Plus to help resolve this matter. Sandra noted that TML is incurring costs from Systems Plus but not the other three companies troubleshooting issues.

Sandra reported that the staff attended a workshop on "Dealing with Difficult People" that focused on controlling one's response in challenging situations and how to diffuse difficult situations. All staff with the exception of one attended and all reported how worthwhile the workshop was.

Sandra noted that the Thursday's Child benefit dinner in May netted \$490, an all-time low, possibly due to the fact that half of the restaurant was closed due to renovations.

Sandra reported on the Friends project in the Reading Room – redoing the chairs/seating and painting. Cicely Markoff, a local interior designer, donated her time and extended wholesale pricing for the furnishings. The furnishings should arrive by the end of October. Sandra did mention that the furniture will need to be moved in that room during these small renovations.

**Facilities Report**

Dave reported on the elm trees out front observing that they need to be trimmed this fall, which Dave can take care of himself. He will also trim the maple. Bruce also reported that they have treated front lawn for Japanese beetles.

He also noted that we still need to resolve the issue regarding dividing the water bill between TML and Community Garden.

Frank reported that he tried to find someone to work on the front gutter. Bruce noted that Pete Swislosky can also take a look at it.

Bruce reported that he and Sandra met with Pete and gave him a long list of projects – some long-term and some immediate. He reported that it was a good meeting, and he is waiting to hear back from him on some projects. He noted that the Stack Room roof is slated to be worked on in 2015 depending on price. Bruce noted that there is some insulation that was installed in the attic that needs to be fire-treated. Sandra noted that Pete will price out a tentative solution for the parking lot out front. We discussed potentially installing higher concrete curbs. Casey suggested some signage to remind people not to cross Pleasant Street outside of the crosswalk. Sandra queried whether or not that this issue of the crosswalk/parking lot could be brought to the town planning board. Sandra also noted that customers complain about the small path from the parking lot to the crosswalk that inevitably freezes over and melts and is extremely dangerous during the winter months.

Bruce noted that our new painter has never materialized and that we need to hire a new company. John recommended Jason of Fosters Painting. Frank agreed to reach out to Jason and set up a meeting.

## **OLD BUSINESS**

### **Bookkeeping Update**

Sandra reported that she contacted a large number of people and could not find anyone suitable that had bonding so went back to her first choice, Patsy Steverson, who has agreed to do this on an independent contract basis. Sandra reported that the paperwork for bonding her is underway. Sandra and Kristina reported that they've worked with her for over five and half hours so far and both expressed their high regard for Patsy. Kristina noted that she is working to get our budget system more automated and is really pleased to have another pair of eyes and to have these important checks and balances in place. Sandra inquired as to what line item in the budget we'd like to use for her services. We have bonded her for \$100,000 at a cost of \$300 per year. Sandra suggested possibly using the line item "special projects" that has \$3000 in it right now. Kristina suggested creating another line item in the budget. For next year, we could add the line item "bookkeeping." John suggested including it in the "special projects" line item for this year.

### **New part-time employees**

Sandra reported on her recent part-time hires noting that six candidates were selected for interviews. Kathy and Sandra interviewed the persons for the Children's position and Sandra and Missy interviewed for the circulation desk position. Marcia Stansfield will take the position at the circulation desk, having recently run the Salisbury library and possessing experience in both schools and other libraries. Margaret Hunt-Stewart will be working in the Children's area and has experience working in school and public libraries and recently owned a store. She almost completed her Master's in Library Science and has a wonderful way with children. Both will start with an orientation on Monday, September 29.

## **NEW BUSINESS**

### **Indoor air quality test**

Sandra reported that this year's air quality test by Madeline Flagg of Purely Green Environmental Co. returned great results with healthy air quality and very low mold spores. She also noted that water

under the boiler generated some standing water that produced some mold. We will have it spot-cleaned by same company we've used in the past. Madeline will come back and run tests on an annual basis.

### **Meeting Room use clarification**

Sandra reported that an issue regarding public use in meeting rooms has recently come up at another library. Sandra inquired as to whether or not groups have the right to bar who can attend events held in the library's meeting room space. Bruce queried whether or not Selectmen have restrictions on who can use their meeting room. Bruce noted that we should take care to ensure that our patrons' needs are met first and foremost. John suggested adding a non-discriminatory clause to the application to use the meeting room. John agreed to draft some language around this issue.

### **FY 2016 CIP**

Sandra reported that in past years the CIP process has been intertwined with the Capital Reserve planning. The Planning Board has announced that maintenance items should be removed from the CIP process and that we go to the budget committee instead of the planning board for those items. At the moment, TML does not have any CIP items.

### **Consider new meeting day and/or time**

Proposal to move our meeting time back to the third Thursdays of each month at 3:30 p.m. The proposal was seconded and approved.

### **UPCOMING SPECIAL EVENTS / MEETINGS**

- Wilmot Library get-together, September 25, 10:00 AM
- An Evening with Local Authors, October 1, 7:00 PM
- Volunteer Appreciation Lunch, October 13, 11:30 AM – 12:30 PM
- Daisy's Retirement Party, October 18, 10:30 – 11:30 AM
- Budget Committee, October 29, 7:00 PM
- Nancy Rollins tour (TBD)

### **OTHER BUSINESS / FUTURE AGENDA ITEMS**

- Friends update – John and Sandra reported that the Friends are working on producing a newsletter for the library. They still need to figure out pricing and have some good ideas for potential articles. They are holding their next meeting in November during which they will elect Board members.

**NON-PUBLIC: the Board of Trustees may enter into non-public session, if so voted, to discuss items listed under RSA 91-A:3 II (a-h)**

### **NEXT MEETING**

- October 16, 3:30 p.m.
- December 4, 3:30 p.m.

### **ADJOURN**

Meeting adjourned at 4:14 P.M.

Respectfully submitted,

Fiona Mills  
Secretary