

**Tracy Memorial Library
Board Meeting Minutes
September 19, 2013**

Present: Charlene Baxter, Bruce Parsons, Casey Biuso, Kristina Regan, Fiona Mills, and Sandra Licks.

Meeting called to order at 3:35 PM.

Meeting Minutes. A motion was made to accept the Board Meeting Minutes of August 1 and 21, 2013. The motion was seconded and approved.

Acceptance of Cash Donations – A motion was made to accept cash donations of \$4,340 in July and \$245 in August. The motion was seconded and approved.

Committee Reports

Librarian's Report. Sandra read a note from Kathy Tracy in which she updated her professional development through her involvement in the CHILIS organization. In the past she has been membership chair, president and vice president. At this point, she is no longer involved in an administrative role but will continue as a general member of the organization. In her letter, Kathy expressed her thanks to Sandra and the Board for their support both financially and time wise.

Sandra reported that Betty Lancaster, a volunteer, retired today. Sandra noted that it is with wistfulness that she bids goodbye to Betty and expressed her gratitude for Betty's ongoing efforts over the past few decades. Sandra suggested that we make special mention of her at our next volunteer appreciation day on October 14.

Sandra reported that a staff member's father recently died and noted how much she missed her help. Charlene questioned about what kind of leave staff uses when they take leave to care for family members and Sandra noted that they receive three days bereavement leave and then utilize vacation leave.

Sandra reported that another staff member has gotten a clean bill of health from her doctors and is hoping to return to working one day a week starting next month and will help out upstairs.

Building/Planning Report. Bruce noted how wonderful the furnace room looks with clean paint and that air quality test reports came back negative for mold. He also reported that Pete needs to come in and make some minor repairs – fill some holes and put in a dehumidifier that automatically drains. Bruce suspects that perhaps the mold that recently discovered perhaps has been there all along.

Bruce announced that new seal coating and striping has been completed in the front parking area. The parking layout has changed to have all parking now at the head of the lot with one code compliant Van accessible space and two regular 10 minute spaces. There have been some complaints. The plan is to leave this for a while and then put in the stanchions and finally repair the railing. DPW will paint the handicap spot blue and add a new post and then put up exit and entrance signs. The town eventually might put in a new split rail fence across the street to direct people to the existing cross walk

instead of walking down the slope and across south Pleasant Street in dangerous areas, along with erosion control and new grass – potentially by this spring.

There was a brief discussion about the eventual need for another bathroom given how crowded downstairs gets during Adventures in Learning events.

Bruce reported that Sandra has arranged for someone from the town to take care of the snow in the parking areas and sidewalks this winter.

Old Business.

Depiction of TML on db Landscaping website. TML is still on db Landscaping website. Kristina said she would be willing to reach out the db Landscaping and Bruce noted that Frank Anzalone would be willing to do the same. Board agreed that Kristina should follow up personally with them first before we send another letter. Sandra will pass along the correspondence to Kristina to inform her of the past discussion. Frank Anzalone has submitted a formal request to feature TML on his website and we approve.

Changes to policies re food/beverage, electronic devices, service animals, tutoring - see handouts. A motion was made to accept three changes to policies regarding food, electronics and service animals. The motion was seconded and approved.

Guidelines for tutoring is a new section that eventually will be inserted in the TML policy manual. Sandra noted that these policies have been utilized by staff since this past April. From April – August seven tutors have utilized the library during a total of over twenty hours. Bruce brought up the issue of allowing tutors to work alone with students in the library setting in regards to liability. Bruce suggested that maybe we should speak with Kim on the town council about this issue and library liability and Sandra agreed to do so. Charlene suggested that we should table this discussion until we get some feedback from Kim.

Discussion of ideas for Retreat – Retreat will take place on Thursday, October 17, 2-5 p.m. Potential ideas include a tour of the building regarding what has been done and what needs to be done in the future regarding the facilities. It was suggested that Dave and Bruce lead the tour focusing specifically on maintenance and upkeep. Bruce suggested that he and Sandra sit down ahead of time to put together an overview. Casey suggested that perhaps they could conduct a somewhat concise tour of the facilities at the retreat and then in the future provide a much more detailed tour of the history behind the facility and where the building needs to go in the future. Charlene added that we may want to also consider how to revision the space and how to best utilize the space for the services that we provide – both currently and in the future. Bruce agreed to provide his running list of projects completed regarding the facilities in the more recent past. Casey and Charlene also agreed to provide their materials from the NH Library Trustee Association meeting that they both attended this past May. Charlene also suggested that we consider the issue of how to remain relevant as a library in the future including staffing, services, and facilities. Casey suggested that we go over board committees and their responsibilities as well. Kristina inquired about whether or not there is some manual that can be provided from each committee regarding tasks and expectations and policies regarding each committee.

Status of “10 Minute Parking” area - see Old Business

NEW BUSINESS

- **Proposal from Design Day Mechanicals.** Bruce noted that TML has had a number of mechanical contractors over the past few years. In the past, TML has hired various contractors and then along the way they either disappear or they make unnecessary suggestions about upgrading or fixing the overall mechanical system. Bruce made the suggestion that TML should hire an independent engineering firm to assess the needs of the entire system and then hire a mechanical contractor to complete the suggested work. Subsequently, the firm will help us to hold the contractors accountable and we will be very cognizant of the actual needs of the facility. Doug Wait from Design Day Mechanicals prepared a detailed proposal for TML after a thorough walk through. Bruce and Sandra remarked that they were very impressed by his approach. For example, Doug suggested that we need a new control system as the existing one is out of date. Charlene inquired as to whether or not we have the money in our budget to pay the \$3200.00 for this work. Sandra suggested that it is possible that we could afford this in our budget, but that perhaps we could use money from the CIP to cover this expense. Casey inquired about whether or not we have looked at another design firm and suggested that we use our own budget. Bruce estimated that it would take about two months or more for Design Day to complete their proposed work. Bruce will inform Doug that the long-range plan for Design Day regarding overseeing the execution of their mechanical plan will take about two to three years. Bruce underscored that Doug comes with substantial references. Discussion took place about the need for us to invest in a project like this in order to help us better project future budget needs. Bruce noted the amount of time that Sandra has invested in the mechanical needs of the facilities and that hopefully this will alleviate some of that stress for her and facilitate her in getting the needs of the facilities under control. A motion to accept this proposal was proposed and seconded and approved. Sandra and Bruce will follow up with Doug and inquire as to whether or not he may be willing to split his fee into two installments.
- **Review “no card, no service” rule** – Sandra provided an overview of the history behind this policy that was incorporated in 2010. Last month, a patron complained to Sandra about this policy and asked Sandra to bring her complaint to the board. The patron claimed that she found the policy very unfriendly and on two occasions she has not had her card and was refused service. She wanted the board to reconsider this policy. Charlene suggested that Sandra reconnect with this patron and inform her that we have reviewed the policy and it stands.
- **Request from Community Garden to serve alcohol** – Sandra noted that they have received approval from the board of selectmen and now seek our approval. They will serve only wine and their function is confined to the Meeting Room. They also have insurance for the event. The Board approved their request.
- **Holidays in November and December** – Sandra asked for permission to close early on Tuesday, Christmas Eve at 1:00 p.m. Board granted permission.

UPCOMING SPECIAL EVENTS/MEETINGS

- **Volunteer Appreciation Luncheon, Monday, October 14, 11:30 a.m. – 12:30 p.m.** Sandra asked that we all come and provide a savory dish.

OTHER BUSINESS / FUTURE AGENDA ITEMS

- FY 2015 budget due to Selectmen by December 16

Non-Public Session. A motion was made to go into Non-Public Session to discuss a Library patron issue as allowed under RSA 91-A:3 II c. The motion was seconded and approved. Non-Public Session was entered at [time?]. Public Session was re-entered at [time?].

NEXT MEETING

- Retreat: Thursday, October 17, 2-5 p.m.
- Next meeting: Thursday, November 21.

Sandra informed us that she will be going on vacation on October 28.

Meeting adjourned at 5:08 PM.

Respectfully submitted,

Fiona Mills
Secretary