

**Tracy Memorial Library  
Board Meeting Minutes  
September 22, 2011**

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

**Absent:** Bob Bowers

**Call to Order.** Charlene called the Board Meeting to order at 3:30 PM.

**Meeting Minutes.** A motion was made to accept the Board Meeting Minutes of August 25, 2011. The motion was seconded and approved.

**Cash Donations.** A motion was made to accept cash donations to the Library for August totaling \$250.00. The motion was seconded and approved.

**Committee Reports.**

**Librarian's Report.** Sandra reported that the Library Volunteer luncheon was a success with 50 volunteers attending. The Library and Morgan Hill Bookstore presented an evening with Donald Hall where he read from his first published poetry collection in 10 years. The event was well attended. Sandra thanked the trustees for surprising the staff with a cake and card of thanks at their last staff meeting. The staff appreciated it. The children's area has been moved to the meeting room until mid-November when repairs are complete. The move was accomplished quickly and easily through the combined efforts of staff, volunteers and board members. The new front entryway has received very positive feedback. The only thing that we need to add are hand rails for the granite steps. The newest staff member, Beth West, has been trained and is now working regular shifts. Jo-Ann Roy has now been with the Library for two months, and has been doing a great job as Assistant Director. A part-time staff member will be out for a month due to back surgery. The trustees will send flowers and a card when she returns home from the hospital.

**Building/Planning Report.**

**Construction Project Update.** Bruce reported that the Library construction project is nearly complete. We are down to a small punch list of items for Bruss Construction. We had an issue with one of the furnaces, but it was repaired by Brookside on Tuesday. Bruce and Sandra

told the Board that they have not been completely satisfied with Brookside and their response time. We will continue looking for an HVAC contractor who we can work with on annual maintenance and repairs to our HVAC systems as well as emergency calls.

An accounting of the construction project was presented to the Board and is attached with these minutes. With the inclusion of the \$25,000 grant from Mascoma Savings Bank for the new front entryway, we have a remaining balance of approximately \$30,000.00 from the bond.

**Window Restoration.** Bruce reported on the outstanding job that Jon Poston has done with the window restoration. Jon's work is nearly complete. He has now replaced the transom above the Main Street door, and he was able to do it by using broken sandwich glass salvaged from the rest of the windows. There are a few panes of original glass that have writing on them. One of which has the name Tracy on it.

**Front landscaping.** Dave reported that Glenn Bonewald will be returning to put in the last shrub next to the front entryway, to continue the edging and dripstone along the bay window wall, plant grass seed at the far side of the Library and to raise parts of the walkway to stop puddling and freezing. Glenn will also determine if adjusting the elevation of the walkway would move rain water away from the library. These items will be completed within the next few weeks. The two urns for the Main Street door have been purchased by the Community Garden and will be stored until next Spring. Dick Leach has donated two urns for either side of the new front entryway. These will be delivered soon and planted in the Spring. Ki suggested that we put small lighted trees in the entryway urns for the holidays.

**Attic Fire-Retardant Paint.** It was discovered through the construction process that the attic/crawl space under the roof above the circulation area/stairwell needs fire-retardant paint sprayed in the area. This would cost approximately \$2,270 and would likely be a one day job. We need to figure out where the money is coming from to do this and when to schedule it. We will discuss further at the next Board Meeting.

**Knox Box.** Jay Lyon, NL Fire Chief, has strongly suggested that we have a Knox Box at the Library to hold a Library key in the event of a fire. This would allow the Fire Department to enter the building without having to wait for a Library staff member in the event of a fire or other alarm. The Knox Box and installation would cost \$320.00.

**Personnel and Policies Report.** Charlene asked Sandra when she would have the staff evaluations completed. Sandra said she has been delayed in getting them done due to the Children's Area issues and building construction. She said she would have the evaluations completed by the end of October.

## **Old Business.**

**Mascoma Bank Grant.** While we have been notified verbally that we have been awarded the \$25,000.00 grant for the new front entryway, we have not received anything in writing. Sandra has contacted the bank to follow up, so that we may begin to receive the funds.

## **New Business.**

**Children's Area restoration.** Bruce and Sandra reported that insurance will cover all of the damage and restoration of the Children's Area except for the \$1,000.00 deductible which will have to come out of our operating budget. It was discovered that a cast iron sewer line that runs from the 1<sup>st</sup> floor bathroom down through the basement bathrooms needs to be replaced. This was not the cause of flooding, but needs to be replaced and should be done now while everything is opened up. Also needed is additional drainage in the basement between the bathroom and elevator to help keep moisture from coming into this area. Except for the Tomie de Paola Room, the Children's area will not have the carpeting replaced, but instead will have a tile floor installed. Before installing the tile, there will be an electric mat heating unit installed under the children's Librarian's desk area. The additional cost for the above items is as follows:

Upgrade to tile in the Youth Room	\$ 75.00
Electric Mat Heating under Desk	\$ 825.00
Replacement of cast iron line	\$ 500.00
Wet Basement Drainage	\$3,337.00
Total	\$4,737.00

A motion was made to expend \$4,737.00 for children's area repairs and \$320.00 for a Library Knox Box totaling \$5,057.00 to be paid for with Tracy Memorial Library Funds. The motion was seconded and discussed. The motion was passed unanimously.

**Generator.** Dave reported on what he has learned about a generator to power the library versus a battery back-up of the sump pump only. The trustees decided that a generator is the way to proceed, because the heating system would still be exposed to freezing if the electric power is out for an extended period. (The Boiler manufacturer implored us that we remove the antifreeze from the boiler system, which now makes our heating system susceptible to freezing if we lost power.) Dave reported that the generator and propane work would cost approximate \$12,000.00. He will work to get more information and definite costs before the next Board

Meeting. There is enough money left in the Library Bond to cover this cost, and a generator was part of the original bond.

**Drainage Issue.** Through the Children's Area flooding, it has been discovered that drainage around the Library is not adequate. We have had a contractor estimate what it would take to correct the problems, so that no moisture/water enters the basement again. It would have to be a two phase project totaling approximately \$23,105.00. We will discuss this further at our next board meeting.

**Capital Improvement Plan.** Sandra has to submit the Library's CIP to the Town on October 4<sup>th</sup>. Sandra, Bob, and Bruce should attend the presentation scheduled that evening.

**Meeting Room Request.** There has been a request for a special exemption to our Meeting Room Policy by the Daughters of the American Revolution. They have requested to book the Meeting Room for a date in November of 2012, and that we allow them to use the Meeting Room past the one o'clock limit on Saturdays. Our policy states that we do not book the Meeting Room more than four months in advance, and that events can only take place on Saturdays until the Library closes at 1:00 PM as this is when the Library staff leaves. For these reasons and supporting our policy, the Board of Trustees denied the special request.

#### **Upcoming Special Events/Meetings.**

**NELA Conference.** Sandra and Jo-Ann will be attending the NELA conference in Burlington October 2 to 4. Kathy Tracy will be attending one day.

**Thursday's Child.** The Thursday's Child at the NL Inn on October 6<sup>th</sup> will benefit TML and the Community Garden at TML.

**Selectmen's Meeting.** We are still working to settle on a date for Sandra and the Board of Trustees to meet with the Selectmen. The Selectmen's meeting dates of October 3 and 17 do not work for us. Sandra will suggest to the Town Administrator the date of our next Board Meeting and let us know.

#### **Other Business.**

**Friends of TML.** Lisa reported that the 2011 Friends fundraising campaign drive is running about 20% behind last year. We are currently at about \$13,000. We will continue to get donations throughout the Fall and then another big push at the end of December.

**Colby-Sawyer College.** Sandra has received communication from the College Librarian requesting the Board's review of the reciprocal borrowing agreement. The Personnel & Policy Subcommittee will work on this and make a recommendation at October's Board Meeting.

**Next Board Meeting.** The next Board Meeting will take place on Thursday, October 20<sup>th</sup> at 3:30 PM in the NH Room.

Meeting adjourned at 5:15 PM.

Respectfully submitted,

Lisa Ensign Wood  
Secretary