

**Tracy Memorial Library
Board of Trustees Meeting Minutes
Date September 23, 2015**

Present: Frank Anzalone, Wendy Dumais, John Garvey, Fiona Mills, Kristina Regan, Gordon Terwilliger, Sandra Licks and Minute-Taker Laura Halkenhauser

Call to Order: 4:07 pm

MEETING MINUTES: A motion to approve minutes of August 17, 2015, the motion was seconded and unanimously approved.

ACCEPTANCE OF CASH DONATIONS: N/A in August.

COMMITTEE MEETINGS & REPORTS:

Librarian's Report:

- ✧ Nancy Dutton – An employee since 2004, Nancy is now retiring. Ms. Licks and staff will have a party for her to celebrate her service.
- ✧ Children's Area Coverage – Tuesday for Toddlers and Thursday for preschoolers – Lisadawn Glidewell will cover until the new children's librarian is in place.
- ✧ Ms. Roy's two-week coverage – Ms. Lick's was on vacation for two weeks and the Assistant Director, Ms. Roy covered in her absence with the utmost professionalism.

Treasurer's Report:

- ✧ FY 2017 Budget due September 28 to Town Administrator.
- ✧ Ms. Regan reported that she started the process of footnotes on the budget report for the TML referencing purposes.
- ✧ There has been a decrease in fines. So the income projections have been dropped.
- ✧ There has been a rise in the cost of ink and toner to print in-house fliers and handouts, but it is not an unreasonable amount.
- ✧ We will reserve the right to amend this next month.
- ✧ Next month Kristina – will supply Treasurer's report & Year-end Financial Statement. Wendy will shadow Kristina – in drafting the year-end Financial Statement for the fiscal year 2015.

Facilities Committee:

- ✧ Mr. Anzalone reported that the staff bathroom has been completed. Ms. Licks noted that a door-stop is needed to prevent damage to the wall.
- ✧ The generator over-cranked this month. On the upcoming Tuesday, the generator will be run its weekly self-test and we'll see if it over-cranks again.
- ✧ The efflorescence in the furnace room is a side effect of water intrusion. Granite Roots has been called to submit an appraisal to remove the water from the perimeter.
- ✧ Parking Lot Railings: Have been hit again. The entire rail needs to be replaced. Now, the cement foundation is cracked.
- ✧ Ms. Licks spoke with the police who said that they would be able to set up a motion-activated camera to get a picture of the license plate. This act would be considered a hit and run, although the library would not be interested in this knowledge for any other purpose than to get the rail repaired. The camera would not be installed until the

present damage is repaired.

- ✧ The cost of replacing vs. redefining the parking area will be evaluated. Different layouts have been discussed, including doing away with the island that is difficult to plow around.

Personnel & Policy Committee:

OLD BUSINESS:

See the notes in the categories above.

NEW BUSINESS:

- ✧ **New Head of Youth Services**, Lorreen Keating will start October 12. – Lorreen is very energetic and is very interested in becoming involved with the New London Community and making connections. Monday, October 19, she will meet the volunteers. There is consideration being given to holding an open-house for the community to meet the New Children's Librarian.

UPCOMING SPECIAL EVENTS / MEETINGS:

- ✧ Local author event, October 7 at 7 PM
- ✧ Volunteer Luncheon, October 19, 11:30 AM – 1 PM (please bring a dish)
- ✧ Library Director and Assistant Director at NELA conference, October 25 – 27
- ✧ Meeting with Selectmen to review budget, TBD (October or November)
- ✧ Meeting with Capital Reserve Committee, TBD (October or November)
- ✧ Meeting with Budget Committee to review budget, TBD (December 16?)

OTHER BUSINESS / FUTURE AGENDA ITEMS:

- ✧ FY 2017 budget (due September 28 to Town Administrator)
- ✧ No card, no service policy - to be discussed in November
- ✧ Mr. Hubbard is still looking into establishing an app.
- ✧ NHLTA conference report - Ms. Licks will report at a future meeting.
- ✧ Computer & Internet policy. West Lebanon's Kilton Library is hosting a Tor relay. A possibility might be that the Kilton Librarian be invited to give a presentation of their experience to TML Board of Trustees at the November 16 meeting.
- ✧ The Community Garden requested to use the community room for Monday, September 28th. The motion was moved, seconded and approved.
- ✧ The VNA Christmas elves requested to use the Community room on December 12 and 13. The motion was moved, seconded and approved.

NEXT MEETINGS:

- ✧ Monday, October 19 at 4 PM
- ✧ Monday, November 16 at 4 PM
- ✧ Monday, December 21 at 4 PM

MEETING ADJOURNED: 5:29 PM

Respectfully submitted,

Laura Halkenhauser
Minute-Taker