

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES MEETING

Wednesday, July 17, 2019 at 5:00 pm

The meeting was called to order at 5:00 pm.

Present: Wendy Dumais (Chair 2021), Eula Kozma (2021), Nancy Mahar (2022), Kim Bonin (2022), Frank Anzalone (2020), Gordon Terwilliger (2021) and Sandra Licks (Library Director)

Absent: John Garvey (2020)

MEETING MINUTES

The board took 5 minutes to read over the non-public minutes of the June 19, 2019 meeting.

A MOTION TO APPROVE the public and non-public minutes of June 19, 2019 for Tracy Memorial Library Board of Trustees Meeting was made by Nancy Mahar and Eula Kozma **SECONDED** the motion. There was no discussion and the motion passed **UNANIMOUSLY**.

ACCEPTANCE OF CASH DONATIONS

Cash donations were \$1135 for the month of June 2019.

A MOTION TO ACCEPT cash donations of \$1135 for the month of June 2019 was made by Frank Anzalone and **SECONDED** by Gordon Terwilliger. **THE MOTION WAS APPROVED UNANIMOUSLY**.

COMMITTEE MEETINGS & REPORTS

Library Director's Report from Sandra Licks

- Ben Cote reported that the Summer Reading Program is in full swing with 122 youths registered. One special storytime reader was a local organic farmer and was attended by 57 people. Last week's reading event focused on big equipment and brought in 70 people. Two programs were a shadow puppeteer and a magician that resulted in a packed meeting room. The season finale for the SRP will be held at the New London Historical Society Barn on August 14 at 11am. The very special guest will be Tomie dePaola; every participant is asked to contribute a family favorite recipe to be collated and bound into a cookbook. Tomie will autograph books and Morgan Hill Bookstore will have his books available for sale. There will be a picnic following the event. The library will also be participating in the Hospital Days Parade with a float featuring Strega Nona, created by employee Bill Bastille.

On the adult side people are picking up their Tic-Tac-Read game boards. The first adult event featuring the *Hello Girls* documentary screening brought in 63 patrons.

- The Friends are going to launch the major letter campaign to raise \$20,000 very soon.
- The Friends are also reaching out to local authors for an event on September 30, 2019. Authors will be recruited in the Kearsarge area but may search as far as Concord and the Lebanon area. The Friends are trying to be flexible to encourage a higher attendance. Many authors will bring their friends and family.
- In response to a patron's request to install filters on the computers in the children's area, the board previously determined not to do this. The patron/parent has been notified and she replied

that she was grateful to the library board for considering her request. She was also notified the library staff is going to be more proactive in making parents aware that there are no filters and will add a field on the library card application for parents to acknowledge.

- There is a registered sex offender that uses the library computers on a regular basis for an hour at a time, and it had not been a problem. Sandra stated his behavior changed recently when one day he arrived mid-morning and stayed until 4pm. This person used a personal device and sat in the chair in the periodical room that is closest to the teen room. He then moved to the patio just outside the children's area downstairs, again using his personal device. While Sandra was observing, it started to rain very hard and this person started to knock on the children's area door to be let in, despite signage that stated there was no entrance permitted. Sandra refused to open the door and the person proceeded to walk up the stairs outside and came back into the periodical area. Sandra said this change in pattern made her and staff uncomfortable, so she called the police and asked to have a walk-through. The police were not able to respond that day. It is Sandra's hope that after she speaks to the police they will talk to this person's probation officer. Sandra also stated it is hard to balance his right to use the library against concerns she has for patron safety.
- The final gift of \$1300 from the Constance Jones Trust has been received. Last year \$90,000 was received, but only the interest was allowed to be spent, and only for audio-visual materials. Frank Anzalone asked how board members in the distant future would know this? Sandra stated that former board member Kristina Regan created a document that makes this information available in the future, and the gift CDs at the bank are organized by restriction type.

Facilities Committee Report from Frank Anzalone:

- Frank and Sandra met with the Selectmen-appointed committee that is reviewing all the Town-owned buildings to assess their current state and future needs. This will include the proposed installation of the library sprinkler system. This would be an expensive, intrusive process with impacts on our historical building. It is possible there will some days the library will not be able to open. The rooms where there is a drop ceiling will be much easier since the piping can be hidden. The rooms with plaster ceilings will be hard to conceal. The cost estimate is \$250,000 and approximate start time is 5 years.

Frank suggested a separate capital reserve account to fund this sprinkler project. During the walk-through it was discovered one of the committee members was a former sprinkler installation engineer, and he suggested getting a design first and then hire a contractor to oversee. It will be easier to price out and budget once the design is determined. This is something that needs attention soon so that it can be considered during the fall budget meetings. Frank to give Sandra his recommendation of SFC in Manchester, owned by Nick Cricenti.

- Granite Roots has finished the concrete wall by the main entry. The patio area still needs to be cleaned up of leftover debris. This cleanup was included in the "to be completed" list that was agreed upon by the contractor. It was decided an email should be sent to Granite Roots to finish this item, or another contractor will be hired and bill sent to Granite Roots.
- The fountain in the garden stopped working on July 16. The gardeners are reviewing the cause.

Personnel & Policy Committee from Gordon Terwilliger

- Gordon asked when the Policy Manual was due to be reviewed to which Sandra responded the big review is coming in 2020.

Sandra shared that 14 applicants have applied for the 2 part-time positions. Of these 4 applicants were selected for interview and 2 will be offered jobs on July 18. One long-time New London resident and Tracy Library patron Beth Condict will work 9 hours per week including 1 night, rotating Saturdays and an afternoon shift, to start at \$13.50 per hour as advertised. The other 15 hour per week job will go to newly retired teacher Gretchen Crandall who will work 1 night shift, rotating Saturdays and a couple of day shifts, to start at \$13.50 per hour as advertised. Lisa dawn will go back to her teaching position in mid-August. She has been a great asset to the library circulation desk. The board was unanimously in favor of Sandra's recommendations.

Open Discussion presented by Wendy Dumais for John Garvey (absent)

- John Garvey had shared his recent experience where he found the last patron's receipt in his book. He was concerned there was so much information on the receipt including first and last name and the full library card number. Sandra agreed that this is a privacy concern and said she would have all information removed the following day, and only the first name will appear to help families track who has what materials. All were in agreement and happy a solution could so easily be found.
- Several board members said they could not log in to the employee appreciation document to sign up for a particular time, and Eula stated she would fix this error or if preferable, just assign each board member a particular month. It was agreed by all to accept an assigned month.

OLD BUSINESS

Resignation of part-time staff member

It was agreed to wait until the end of the meeting to convene the non-public session.

NEW BUSINESS

Patron request for withdrawal of children's book, presented by library director.

Sandra had a table display of sex education books to show board members. The specific book cited by the patron is too dated and the childish cover did not represent the content inside. Over time the intent is to update the nonfiction collection in the youth department. Ben Cote has already added books about gender identity to the teen section. When new books arrive Ben will determine the placement: either the junior nonfiction section or the teen area. It appears we have more books aimed at girls than boys which should also be rectified. Sandra recommended that the board withdraw the specific book cited by the patron.

A MOTION TO REMOVE *It's a Girl Thing* from the library collection was made by Eula Kozma and **SECONDED** by Gordon Terwilliger. **THE MOTION WAS APPROVED UNANIMOUSLY.**

UPCOMING SPECIAL EVENTS / MEETINGS

- Director on vacation, July 19, 2019 to July 29, 2019
- Barn Jr. Intern Co. performance, July 20 in backyard
- *Cruising NH History*, July 25 at 7pm
- *Bessie's Story*, July 30 at 7pm
- Hospital Days parade, August 3
- Tomie dePaola Summer Reading Program event, August 14 at 11am at NLHS barn

OTHER BUSINESS/FUTURE AGENDA ITEMS

- Financial Report for FY 2019: Sandra stated she would have ready by August 21

- Fall retreat facilitated by Cotton Cleveland: will need a minimum of 3 hours and still need to schedule.

NEXT MEETING

- Third Weds. at 5:00 pm: Aug. 21, Sept. 18, Oct. 16, Nov. 20, Dec. 18

Before ending the public session, Eula asked Gordon (who had previously recused himself) to discuss one aspect. Gordon thought that maybe the library needs more of a process in the case where an employee resigns. Gordon asked for a written form to be signed by the employee who is resigning. Sandra thinks there is a form already and will produce for the next meeting. He said it is something like an exit interview.

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) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

A Motion to enter Nonpublic Session was made by Frank Anzalone for the purpose of discussion of a part time staff person. Kim Bonin seconded the motion. The motion was approved unanimously. **The Board entered nonpublic session** at 5:52 PM. **The meeting re-entered public session** at 6:09pm.

A motion to seal the minutes of the nonpublic session was made by Frank Anzalone and **seconded by** Kim Bonin.

Roll call vote: Dumais (Y), Mahar (Y), Kozma (Y), Bonin (Y) Anzalone (Y)

A motion to adjourn the meeting was made by Frank Anzalone, seconded by Nancy Mahar.

The meeting adjourned at 6:09pm.

Respectfully submitted,

Jennifer Vitiello, Recording Secretary