

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES MEETING

Wednesday, September 18, 2019 at 5:00 pm

The meeting was called to order at 5:02 pm.

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

MEETING MINUTES

The board read over the minutes of the July 17, 2019 meeting.

A MOTION TO APPROVE the minutes of July 17, 2019 for Tracy Memorial Library Board of Trustees Meeting was made by Nancy Mahar and Frank Anzalone **SECONDED** the motion. There was no discussion and the motion passed **UNANIMOUSLY**.

ACCEPTANCE OF CASH DONATIONS

Cash donations were \$72 in July 2019 and \$1,155 in August 2019.

A MOTION TO ACCEPT cash donations of \$72 in July 2019 and \$1,155 in August 2019 was made by Frank Anzalone and **SECONDED** by John Garvey. **THE MOTION WAS APPROVED UNANIMOUSLY**.

COMMITTEE MEETINGS & REPORTS

Library Director's Report from Sandra Licks

- Sandra provided a report on the Youth and Adult summer reading programs
 - Youth summer reading wrap up (courtesy of Ben Cote):
 - Over 4500 books circulated in the Children's and Teen collections
 - The Library had a float in the New London Hospital Day's Parade
 - 126 kids signed up for the summer reading program in total
 - 1,500 hours spent reading were logged
 - 8 theme story times with guest readers were held culminating in the Tomie dePaola event at the New London Historical Society
 - 23 events were held over the course of the summer with a total of 1,000 attendees at the 23 events
 - Adult summer reading wrap up (courtesy of Jo-Ann Roy):
 - 63 people attended the event for Hello Girls
 - 24 people attended the *Cruising New Hampshire History* event
 - 30 people attended the *Bessie's Story—Watching the Lights Go Out*, by Thomas W. Farnen author event in conjunction with a dog lover themed night.
 - 26 people attended the "Crazy Cat Person" event, which included games, coloring, treats and making cat toys
 - 24 people participated in the game board portion of the Adult summer reading program
 - 150 adult attendees in total for adult summer events
 - Report on Technology at the Library (courtesy of Jo-Ann Roy):
 - Updated TML's wi-fi this summer. There is a brand-new system in place and the connection has been better.

- A new server was installed and a more reliable back up system has been implemented (three tiers of back up, Windows defender, nightly back up and an off-site back up)
- The end of life Chrome devices at patron computers were replaced.
- We have a new internet hot spot device that we are circulating to patrons
- Other items:
 - At a recent staff meeting—service animals v. support animals were discussed. A very specific training is involved with one and there is an important distinction between the two. The ALA recommendation is to ask a patron if the animal is a service animal and then they leave it at that and take the patron at their word.
 - Return of the pumpkin people is coming in October. Bill Bastille is working on a Pete the Cat display for this year.
 - We received several memorial gifts for Sally Davis (a former employee of the library) and Edna Dancy (a long-time volunteer) who were connected to the library and recently died. Sandra would like to possibly do something special with this support. Perhaps something science related, or a magic/light table, something a little different than we've done with past memorial gifts.
 - The audit is currently in progress at the Library and at all town offices. As is done annually, they will likely look into our financial records and checking the CD gift balance. The Constance Jones trust documentation has also been checked in the past. The auditors usually have some useful tips and guidance for us.
 - The Friends of TML ran an article about the Library computer filter policy in the summer issue of their Tracings newsletter.
 - Update: the patron who was identified as a former offender has since had their library privileges revoked by their probation officer.
 - Sexual Education and Body Education Books update: We voted to withdraw the one book that a patron took issue with. They were notified of our decision and the patron was appreciative. Ben Cote has since ordered a more up to date book on similar subject matter for our collection.
 - Staffing update: Two new employees were hired at the circulation desk and have been here a month so far. They seem to be a good fit for our staffing needs at this time.

Treasurer's Report

- We are closing out FY 2019 and some points of discussion are summarized below:
 - We exceeded our budget for cleaning because the town wide cleaning contract is a separate line item that went up last year without our prior knowledge. We had to cut the town a check for the \$5,000 overage. The Town may do an RFP for new cleaners or we might consider breaking off and doing our own cleaning plan/contract in the year(s) ahead.
 - Fuel costs went over a little bit.
 - Overall, our expenses were lower than our income in large part because we couldn't get some of the work done on the building that we had planned to do. We were delayed, but we have started to do some of it in this year and it will continue into the following year.

- Frank Anzalone raises the idea we have discussed previously of hiring a part-time cleaner and handy-person position that would be a library employee. Some discussion ensued. This position might cost somewhere around \$30,000 a year for a part time person to do those things that we currently pay someone else to do per job—it may be worth it to consider this. The board discussed putting \$30,000 as a place holder for wages for this person and zero out the cleaning person expenses in the budget, nothing that we already backed out some of the maintenance at \$10,000.
- It was noted that there was a \$45,000 balance in our checking account. This could possibly be used for the sprinkler system engineer for the current year.

A MOTION TO APPROVE THE YEAR END FINANCIAL STATEMENT was made by John Garvey and Nancy Mahar **SECONDED** the motion. There was no discussion and the motion passed **UNANIMOUSLY**.

- The FY 2021 Draft Budget was reviewed, and some points of discussion are summarized below:
 - First two months of FY2020 we are running close to budget.
 - Sandra, Wendy and Nancy have already started to work on draft budget for FY 2021.
 - Town employees will get at least a 2.5% step within pay grades, maybe more based on merit or COLA (last year town did 4.5 we did 4). Sandra proposes doing the 2.5% step for now. Wendy suggests staying in line with the town.
 - Gordon asks about the decrease in costs for supplies. Sandra said she was trying to put together a leaner budget since we have come in higher in recent years.
 - Wendy notes a decrease on A/V because Sandra has not been buying as many CD books and DVDs for the collection.
 - The costs associated with Grounds and Technology increased.
 - 2021 full-time employees plan to go to a regional conference
 - Kim wonders if we can hire a part time cleaning person on a trial basis and then after July 1, 2020 add the maintenance piece. Some discussion ensued about the possible scenarios. Sandra will inquire about what we would need to do to discontinue our current cleaning person/contract.

A MOTION TO ACCEPT THE FY 2021 BUDGET WITH THE FOLLOWING AMENDMENTS was made by Frank Anzalone and **SECONDED** by John Garvey: **ADD** in \$30,000 for wages (and the subsequent benefits piece increased due to the wage increase) and to zero out LIB building cleaning (note: this is different than the other cleaning line item in the budget). The motion passed **UNANIMOUSLY**.

- The Capital Reserve budget for FY 2021 was reviewed, and some points of discussion are summarized below:
 - We considered the need for a new sprinkler system in addition to the other projects or bump out the other projects (bathroom and kitchen upgrades). One option would be to pay for the sprinkler proposal this year, but a few years will be needed to save up for the work itself if we want to stay on target with the other projects.
 - John Garvey suggests that since the town was very much in favor of us moving forward with the sprinkler project, we should negotiate with them to

move ahead with the project via a capital reserve request or a bond. Some discussion ensued. The consensus is not to put off the other projects. It is noted that we can amend our Capital Reserve and Bond requests as late as February. Everyone is in favor of the bond request idea in the range of \$250,000 and asking for \$35,000-\$40,000 for the kitchen and bathroom updates.

- It was agreed that the solar panel piece will be removed from the capital reserve plan since it won't work for the Library roof.
- Some changes were made to the Capital Reserve line items for the 10+ years ahead.

A MOTION TO ACCEPT THE CAPITAL RESERVE PLAN WITH THE FOLLOWING AMENDMENTS was made by Frank Anzalone and **SECONDED** by John Garvey:

- 2029 no expenditures
- 2031 AC for the entire main floor capital reserve appropriation for \$40,000 and expense of \$85,000
- Some discussion ensues from Sandra regarding FY 2020 capital expenditures pertaining to the stack room and the roof. Some discussion ensues about the roof specifically slate roofs or the rubberized piece. The consensus is to give the roofer a little more time to come up with a plan and contract for the work.

The motion passed **UNANIMOUSLY**.

Sandra says she will draft the memo regarding the bond and cap reserve and circulate it to the Board of Trustees for review prior to submitting to the Town by September 20 deadline.

Facilities Committee Report from Frank Anzalone:

- Frank reports that the lighting project is in progress but scheduling an electrician has been difficult.
- The brick in the back patio of the building looks better, but the fix is not as good as we had hoped it would be.
- There was some discussion about the wall and the art installation system. The Board would like vinyl or something that could be a rotating mural and we do a new one every year or so. Sandra will touch base with Annie Beck from the KRES-NL PTO about this project.
- \$6,000 invested in the building paint project, including peeling white trim, work on the bay window area, a near repaint of the garden shed—Sandra was happy with the work so far. This work was a good investment.

Personnel & Policy Committee from Gordon Terwilliger

A MOTION WAS MADE TO APPROVE by John Garvey and **SECONDED** by Gordon Terwilliger to approve the newly drafted employee resignation form. The motion passed **UNANIMOUSLY**.

Open Discussion

- Publisher practices regarding digital lending in libraries was discussed. John Garvey shared that MacMillan is trying to make their books less accessible to libraries so

that people will buy more books. Sandra shares a little more history on this matter and how other publishers have done similar things to hinder libraries for quite some time now. Next month she is attending a library forum on this very issue. More discussion ensued.

NEW BUSINESS

- Financial Statement for FY 2019—See above
- Engineering proposal for automatic sprinkler system--See above and also add→
 - Wendy and Sandra propose to move forward with this project. We want to carry over the unspent money from last year for this expenditure. We are asking for Phase A and B. Phases C and D would be under the bond, if it is approved.

A MOTION WAS MADE MOTION TO AUTHORIZE that amount by John Garvey and **SECONDED** by Kim Bonin. The motion passed **UNANIMOUSLY**.

- Draft of operating and capital reserve budgets for FY 2021—See above

UPCOMING SPECIAL EVENTS / MEETINGS

- FY 2021 budgets due to Selectmen & Budget Committee, Sep. 20
- Public review of budgets by Selectmen & Budget Committee
 - Capital reserve funds, Oct. 7 at 6pm—Nancy Mahar and Wendy Dumais can attend
 - Library budget, Nov. 18 at 6pm—Sandra will send an email out closer to then asking folks if they can attend.
- TML program, Jim Perkins on Morgan family, Sep. 26 at 7pm
- Friends of TML program, local authors, Sep. 30 at 7pm

OTHER BUSINESS/FUTURE AGENDA ITEMS

- Winter retreat facilitated by Cotton Cleveland—The Board agreed to move this down the line and in our next meeting or two we can discuss what we want to get out of this exercise.
- Sandra mentions the crossing and cross walk issue—a patron requested a sign to remind people to stop cutting across. Gordon suggests relaying to the patron that we support the town taking this matter on and that it is not a Library specific issue. The Board is not in favor of putting a sign on Library property.
- Holiday closures for 2020—discussion deferred for a future meeting

NEXT MEETING

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

ADJOURNMENT

A motion to adjourn the meeting was made and seconded and approved unanimously. **The meeting adjourned at 6:28pm.**

Respectfully submitted,

Eula Lee Kozma, Library Trustee