

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

Wednesday, October 16, 2019

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), John Garvey (2020), Gordon Terwilliger (2021) and Sandra Licks (Library Director)

NEW WEBSITE DEMO by Assistant Director Jo-Ann Roy at 5:00 pm

The new live website demo was shared with all at the board meeting on the overhead projector. Jo-Ann navigated to the different areas of information on the front page and opined the homepage had a much cleaner look. Navigation by “buttons” at the bottom of the page to get to various areas such as Search the Library Catalog, Download E-books and Audiobooks, Login to Your Library Account, Explore Digital Resources, Find Us on Facebook and Events Calendar. Upcoming Events are listed on the left side of page and News, Features and Events are in the center. Jo-Ann highlighted the Digital Library page, including access to genealogy software called HeritageQuest instead of Ancestry.com because it allows patrons to use at home. Teens and Kids have their own pages. Jo-Ann hopes to highlight the book covers of recent acquisitions. The nice easy link to our Facebook page highlights current events. Jo-Ann stressed the importance of having a responsive website, meaning able to be read easily on screen sizes of various devices. She demonstrated the Board of Trustees area and showed their bios and where previous meeting minutes could be viewed. Meeting minutes are available all the way back to 2010 and library policies and services are posted. Jo-Ann stressed the importance of accessibility for patrons with handicaps who use screen readers. Statistical data will be available from Google analytics.

The new Interlibrary Loan system went live last week. Bill Bastille and Jo-Ann Roy took a 3-hour webinar on how to use and it seems to be working well. There are some kinks to be worked out but appears to be much more efficient. Searching for an item scans all libraries that are included in the system. For a book club selection the title and number of copies is entered and the request is filled, rather than requesting one-by-one as happened in the previous system. Library staff will make requests for now but, once enabled, patrons will be able to place requests.

Jo-Ann will attend the READS (Reference and Adult Services) conference on October 18. One workshop is digital literacy for staff so that they can stay up to date on recent technologies and be equipped to help patrons with their technology. Another topic is how staff and patrons can identify “fake news.”

MEETING MINUTES

The board read over the minutes of the September 18, 2019 meeting.

A MOTION TO APPROVE the minutes of September 18, 2019 for Tracy Memorial Library Board of Trustees Meeting was made by Nancy Mahar. Gordon Terwilliger **SECONDED** the motion. There was no discussion and the motion passed **UNANIMOUSLY**.

ACCEPTANCE OF CASH DONATIONS

Cash donations were \$30 in September 2019.

A MOTION TO ACCEPT cash donations of \$30 in September 2019 was made by Frank Anzalone and **SECONDED** by Nancy Mahar. **THE MOTION WAS APPROVED UNANIMOUSLY.**

COMMITTEE MEETINGS & REPORTS

Library Director's Report

- Director Sandra Licks informed the board of the recent presentation by Jim Perkins on the Morgan family. The session was held in the library meeting room, which was filled to capacity. Mr. Perkins talked about the original home, which currently houses Tracy Memorial Library. He wove together the history of farming and agriculture on Morgan Hill with the building of stonewalls and the statewide mapping project of these boundaries.
- The Friends event featured 8 local authors. About 40 people attended. There was much variety in authors and the books they presented. The Friends hope to consider children's authors for the next event.
- LED lighting project is going slowly as the contractor is trying to work during the library's non-open hours and has challenges scheduling the electrician. The stack room is not finished.
- Halloween falls on a Thursday and the library will be open until 8 pm as usual. The library will give out bookmarks and candy. Staff was encouraged to dress up.
- The Pete the Cat pumpkin people display graces the old front door on Main Street. Staff member Bill Bastille created this with painting help from Sonia Garre. Sandra's office is directly above the pumpkin people so she often hears the positive comments from patrons strolling by.
- The Little Free Library at Bucklin Beach needs to be taken down and stored for the winter. Sandra opined this was a huge success. There was some discussion about where this should be stored.
- Youth Services fall programs have been very busy. The story time this past Tuesday had 14 people and 17 people attended Wednesday story time. Board member Gordon Terwilliger attended with his 3-year-old granddaughter and he said it was very good.

Open Discussion

- Sandra Licks attended a forum on downloadable trends, publisher pricing & lending models and privacy. State Librarian Michael York was in attendance. Much of the discussion was about how some publishing companies are charging exorbitant amounts and changing terms without notice. In this way the publishers are limiting what gets purchased. Digital items are 3 times the cost of a hardcover and licenses expire and the content disappears. This makes it difficult to keep all parts of a series of books. When asked for clarification, Sandra explained these are the downloadable books available in **Overdrive**, which is a consortium of over 200 libraries in the state. This includes the large Manchester library down to the very small towns. Sandra stated this service will always be a supplemental service and will not take the place of the books on the shelf. Michael York felt

that this will eventually become a court case in the future and may take 4 to 5 years to get there. Do we want to share this information with patrons when they have to wait for an item in **Overdrive**? Perhaps a simple FAQ would suffice.

Digital downloadables are still a good practice budget-wise as the yearly cost is only \$8 per user consortium-wide. The greatest savings are with the audio books since they are own-able. It is the e-books that are more likely to have temporary licenses that disappear. Sandra thinks the audio books are surging due to the real-world physical alternative is not appealing to the patron. Fewer people want the CD disc anymore.

Facilities Committee by Frank Anzalone, Kimberly Bonin & Sandra Licks

- Painting on the exterior of the library building has been finished and it looks great.
- The generator is operating as it should. Every week an automatic self-test is performed.
- The outdoors lights out front illuminating the front walks have been fixed.
- All fire extinguishers are in appropriate locations and inspected annually.
- Former board member Anne Beck has agreed to act as liaison with the elementary school to paint a banner that would be attached to the concrete wall.
- Northeast Door Corporation has been contacted by Sandra to make the main entry doors easier to open and quieter.

Personnel & Policy Committee

No issues to report.

OLD BUSINESS

Sprinkler system: report on engineers' site visit on October 14, 2019

- Engineers spent a few hours reviewing the construction plans that were provided from the 1990 library addition and the 2011 main entry addition. They compared the plans to the actual dimensions of the rooms. A meeting followed with Kim Bonin and Frank Anzalone, who both emphasized concealing the sprinklers as much as possible, especially in the historic and aesthetically sensitive areas of the library. Based on this discussion the engineers will come back with a design for our review. After this it is time to get bids from contractors. Frank emphasized we need someone to actually install the system and then a general contractor to follow through by patching walls, hiding pipes and such. Sandra Licks stated she would like a general contractor on site each day to make sure things are going well, to coordinate the various trades, and in order to be open to the public as much as possible. Sandra expects there may be some closing time but a general contractor will help her plan so that down-time will be minimal. The engineer suggested a general contractor should be present for the project bidding walk-through – this would be done after Town Meeting approves funding.
- Chair Dumais wondered if Sandra Licks had heard from the Town concerning the bond issue vs. capital reserve for the sprinkler system cost. Sandra felt the Budget Committee was surprised at the cost, yet this cost could go higher

once the design is finalized, cautioned the project engineer. We may not have a firm figure until late in the budget process.

- Kim Bonin asked if it would be prudent to bring the state fire marshal in for approval and Frank Anzalone agreed but suggested the engineer should talk to the state fire marshal.
- Frank Anzalone stated the Hopkinton Library was hit by lightning in August and this caused a large amount of damage. It happened during the day and the staff called the fire department right away.
- Concerning the sprinkler John Garvey stated “we should offer up the quickest road to accomplishing it and that is our record of having gone forth with the fastest alternative and if they choose to delay, then they choose to delay, but we are not choosing to delay.”
- November 18 is the Joint Selectmen/Budget Committee Meeting. The Selectman’s meeting starts at 6 pm and the Budget portion starts at 6:30 pm. Sandra urged trustees to attend to promote the operating budget, capital reserve budget, and bond request.
- Sandra Licks expressed concern about finding a reputable general contractor who would be of assistance in keeping the building open during construction. Frank Anzalone offered to send her contact information. It was noted that North Branch Construction is doing the current work at Whipple Hall.

Ideas for winter retreat

- What are the goals of the retreat?
- General library business not appropriate for retreat.
- Perhaps look at long term planning for 5-10-15 years down the road?
- Director Licks asked board members what would be a valuable use of their time and asked for suggestions.
- Would it be a good idea to look at past retreat to ascertain what was gained?
- Ms. Licks wondered if staff members should be asked to participate.
- John Garvey asked if there might be a template available.
- All board members asked to do some homework and give some thought to present at the next meeting.

FY 2021 budget update: other departments request additional funding for staffing listed below

- The finance department is requesting a part time assistant
- The Town Planner is requesting additional hours
- There is consideration for an additional full-time firefighter
- There is consideration for additional part-time hours at dispatch
- The highway department is requesting another full-time position
- The sewer department is requesting another full time position

NEW BUSINESS

Holiday closures for 2020: Sandra distributed a list of the 11 paid holidays (per town policy) to board members. These paid holidays apply to the 3 full-time and 2 permanent part-time staff members at the library. The other part-time employees have an extra \$1 per hour for working nights and Saturdays to offset not being paid for holidays. July 4, 2020 falls on a Saturday and some town offices are closing on Friday, July 3 to make the 11 holidays. After some discussion about what a busy day Friday could be, it was decided to **remain open on Friday, July 3 and give a floating holiday to the full-time and permanent part-timers affected.**

Request from Lake Sunapee VNA for special exception to meeting room policy
Every year the VNA has a Christmas Elf program where gifts are distributed to families in need. The event requires use of the library meeting room for two days. On Saturday the gifts will be dropped off. The gifts will be picked up by families on Sunday, when the library is usually closed.

A MOTION TO APPROVE a special exception for use of the library meeting room on Sunday by John Garvey. Frank Anzalone **SECONDED** the motion. There was no discussion and the motion passed **UNANIMOUSLY.**

UPCOMING SPECIAL EVENTS / MEETINGS

- Director Sandra Licks will be on vacation the week of October 28, 2019. Jo-Ann Roy will be in charge and board members Frank Anzalone and Kim Bonin will be available for any building issues. Jo-Ann to contact board treasurer Nancy Mahar for any monies needed and Wendy Dumais for any policy issues.
- Public review of Library budgets by Selectmen & Budget Committee on November 18 at 6:30pm at Academy Building.

OTHER BUSINESS/FUTURE AGENDA ITEMS

None.

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-h).

None.

NEXT MEETING

- Third Wednesdays of the month at 5:00 pm: November 20 and December 18, 2019. John Garvey cannot attend the December meeting.
- Set dates for 2020: Third Wednesdays of the month at 5:00 pm: January 15 and February 19, 2020.

ADJOURNMENT

A MOTION TO ADJOURN the meeting was made by Gordon Terwilliger and **SECONDED** by Frank Anzalone. The motion passed **UNANIMOUSLY.**

The meeting adjourned at 6:06 pm.

Respectfully submitted,

Jennifer Vitiello, Recording Secretary
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