

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

Wednesday, November 20, 2019 at 5:00 pm

The meeting was called to order at 5:03 pm.

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

Absent: Kim Bonin (2022)

The board read over the minutes of the October 16, 2019 meeting.

A MOTION TO APPROVE the minutes of October 16, 2019 for Tracy Memorial Library Board of Trustees Meeting was made by Nancy Mahar and Gordon Terwilliger **SECONDED** the motion. There was no discussion and the motion passed **UNANIMOUSLY**.

ACCEPTANCE OF CASH DONATIONS

- No gifts in October

COMMITTEE MEETINGS & REPORTS

Library Director's Report

- Sandra provided a report on the Youth Department
 - On Halloween 800 visitors stopped at the library until the candy ran out. All staff dressed up.
 - The Library participated in the Return of the Pumpkin People contest again with a Pete the Cat display. The Library won first place in the Town Department category.
 - Head of Youth Services, Ben Cote, has started a Universal Yum program, with food from other countries. The participants try to guess the food, they talk about geography and he provides information about the country. The program is targeted at teens and tweens. Twenty youth participated during the first session.
 - Story time has been very busy as of late. Twenty people came to the Tuesday story time, fifty people came on Wednesday.
 - Holiday Goings On
 - Town employee lunch will be held on Friday December 6th
 - Also, scheduled for that night is a collaborative event with Recreation Department and the Chamber of Commerce—New London Under the Stars. There will be a tree lighting here outside the library, a card making station, and a visit from Santa. Local businesses are staying open late and the library is participating.
 - On December 19th the Library will host our Holiday Hoopla event which includes crafts, story time, and a visit from Santa.
 - Friends of TML Update: Jen Schad and Erin Garzia will be taking on the roles of President and Vice President respectively for the Friends. Becca Reeve and Lisa Wood will stay on the Board and head up Tracings and the fundraising efforts respectively.

Treasurer's Report

- Nancy and Sandra reported that the budget has been consistent with income and expenses, except for some computer maintenance expenses through September. The Library got a new server, paid for KOHA hosting and support, and we replaced the end of life Chrome devices. Some discussion about ransomware ensued. Sandra reported that the Library now has a three tier back up system in place. There were some painting and building expenses.

A MOTION TO APPROVE THE QUARTERLY FINANCIALS was made by John Garvey and Frank Anzalone **SECONDED** the motion. There was no discussion and the motion passed **UNANIMOUSLY**.

Facilities Committee Report from Frank Anzalone and Sandra Licks

- Frank had nothing new to report. He inquired to Sandra if there is any news on the roofing. Sandra reported that she left a message with L and B roofing but has not heard back yet. In terms of flooring in the stack room Sandra is looking for someone willing to move the stacks and books so that we can do the floor work. Frank suggested she follow up with them again.
- Sandra reports the irrigation system has been shut off for the season to remove water and air. The walkways will be taken care of by John Wiltshire (He has done the Library walkways for the last few years). Tuesdays he works at the metal dump. That said, the Library has to wait for a second shoveling if a storm occurs on Tuesdays. Some discussion ensued about whether he might be a good person to talk to about being our handy person here at the library.
- Generator had its general maintenance, and all is well.
- A phone line issue while Sandra was away. Joanne worked to resolve it.
- Frank inquired about the fertilization of the lawn. Sandra said we are using the same company and selecting the most natural or organic solutions. Some discussion ensued about the products/timeline/costs for the year ahead.

Personnel & Policy Committee

- Gordon reports that the Director's evaluation will be coming up again in the winter of 2020.
- Policy committee annual review will also be coming up. We do it every 3 years.

Open Discussion: No-fines trend

- Sandra introduces the no fines discussion for John Garvey because he initiated the topic. She also included some materials in the Board packet. There is an emerging trend of eliminating fines. Some institutions are doing away with fines on children's materials, but some libraries are eliminating fines entirely. Sandra references an article from the Philly Inquirer that has two librarians arguing both sides of the issue. Some discussion ensues.
 - Gordon inquires—why would people return items at all? The attached article from the Chicago Sun Times article found the opposite happened.
 - Is fine collection a nuisance at the desk? Yes, sometimes it is.
 - The email reminder system has contributed to a decrease in fines.
 - John Garvey proposes a one-year experiment with it—zero out fines and tell the public we are trying this to see how it goes.
 - Some discussion about how certain books, like new ones, might get a special system for coding and/or not be included in the policy's trial start.

- We also talked about patrons who may not be able to afford fines, or lost book fees and how fines/fear of loss may discourage them from using the library.
- There was also some discussion regarding procedures on the staff side of things for handling these matters.
- The Board decided to read the articles and think the matter over more before the next meeting.
- Sandra will talk about it with the staff and we will resume discussion next month.

OLD BUSINESS

- Sprinkler system
 - Sandra spoke with the project manager and they discussed the role the Fire Marshall plays in this sort of project. Our Fire Chief can ask that the Fire Marshall review the project, but Fire Marshall approval is not necessary as it is with schools and state buildings.
 - Hydrant flow test was just completed. That flow determines whether we need a fire pump or not for our sprinkler system.
 - Can we use extended coverage sprinklers? If we have a good flow, we don't need as many sprinklers. The project manager will give us another update after the results of the flow test are in.
 - Fire chief expressed that we didn't need an engineering company and that there wasn't a big difference between dry and wet systems. –we respectfully disagree.
- LED lighting project
 - Still not quite done. There are two phases in the project. Phase one was the AV room, stack room and circulation desk. Final payment coming out of capital reserve. Phase one is complete. The 2nd phase is everywhere else and is ongoing. Sandra is working with the project manager on scheduling this phase which includes but is not limited to dimmers in certain areas and other issues. The final part is the exterior lighting.

FY 2021 Budget Update from Sandra Licks

- The meeting with the Selectmen took place this past Monday. Thank you to all who were able to attend. Nancy Rollins thanked us for looking into the sprinklers –she thought our estimate was too conservative and we should go higher.
 - The only other question was from Nancy Rollins about the 2.5% wage issue.
 - Next time they may ask about more line items and have more questions.
 - December 11th is the next budget meeting
 - At that same meeting the selectman decided on a COLA 1.5% in addition to the 2.5%--making the total 4% for town employees
 - Discussion: Should we change what we previously budgeted for staff raises?

A MOTION WAS MADE BY JOHN GARVEY AND SECONDED BY FRANK ANZALONE to track with the town's COLA for the next scheduled budget year—Frank has some discussion questions—what if the Selectman change their minds? The Board surmises that it makes sense, based on previous history if we follow what the Selectman do at this time. The motion passed **UNANIMOUSLY**.

- Sandra will update her master spreadsheet and we will look at it again. She is optimistic it will have a minimal impact, but it will change the numbers slightly and we'll need to give the budget committee the slightly different number.
- Follow-up to children's use of internet discussion
 - The board agreed that we do not want filters, but we wanted to inform parents more.
 - Sandra went to the District wide event about Kids Online Safety—it was informative, but not very well attended.
 - John Garvey mentions the new book *Sharent hood: Why We Should Think Before We Talk about Our Kids Online*, written by his colleague Leah Plunkett. He proposes having an author event with her. Some discussion ensued and everyone was in favor of that kind of event. Safer Internet Day is in February perhaps we can have a tie in event with that.
 - The Lebanon Library did an announcement in October about being filter free.
 - Library card procedure for children—new patrons and renewed every three years—we've added the piece reminding parents that the library computers DO NOT have filters.
- **Ideas for winter retreat**
 - Sandra Licks found the agenda and minutes from the 2010 library retreat –at that time the budget committee wanted the Library to reel in some of the spending and “freebees” at the time.
 - Sandra provided attachments from the Howe Library's strategic plan as well as ideas and about Sustainability—how do Libraries endure as anchors in our communities?
 - Another idea—historical tie in, serving as a springboard for (1997 centennial celebration) a celebration in the 2020s—when Mrs. Tracy bought the building or the 200th anniversary of the old homestead building
 - Discussion about what we would talk about—some side discussion about the library hours—Should we change Tuesday and Thursday evening hours to have a few more on the weekends?
 - Wendy moves to take home some of the materials to review and then make some decisions at our next meeting.
 - Timing: When would it be? Could we invite some past Board members, include John and Frank and other past members? Their input might be interesting and provide historical context.

UPCOMING SPECIAL EVENTS / MEETINGS

- Library closed, November 28 & 29
- Director Licks will be on vacation, week of December 2nd
- Town holiday events, December 6
- **Budget Committee reviews Library budget, December 11 at 7:00 pm**

OTHER BUSINESS/FUTURE AGENDA ITEMS

- Annual Town Report due January 15
- Filing period for candidacy for elected officials (January)

NEXT MEETING

- Third Weds. at 5:00 pm: Dec. 18, Jan. 15, Feb. 19—Sandra and Wendy will decide about December

ADJOURNMENT

Motion to adjourn made by JOHN GARVEY and seconded by GORDON TERWILLIGER

The meeting adjourned at 6:16pm.

Respectfully submitted,

Eula Lee Kozma, Library Trustee