

## **TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES MEETING**

**Wednesday, January 15, 2020 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), Frank Anzalone (2020), John Garvey (2020), Gordon Terwilliger (2021), Kim Bonin (2022) and Sandra Licks (Library Director)

The board read over the minutes of the November 20, 2019 meeting recorded by Eula Kozma.

**A MOTION TO APPROVE** the minutes of November 20, 2019 for Tracy Memorial Library Board of Trustees Meeting was made by Nancy Mahar and **SECONDED** BY Frank Anzalone. There was no discussion and the motion passed **UNANIMOUSLY**.

### **ACCEPTANCE OF CASH DONATIONS**

The library received donations of \$261.40 in November and \$800 in December.

**A MOTION TO ACCEPT** cash donations of \$261.40 in November and \$800 in December was made by Frank Anzalone and **SECONDED** by Nancy Mahar. There was no discussion and the motion passed **UNANIMOUSLY**.

### **COMMITTEE MEETINGS & REPORTS**

#### **Library Director's Report by Sandra Licks**

- Two staff members had a 5-year anniversary working for the library. They each received a 5-year pin and a certificate of recognition from the Selectmen. They also received a gift certificate to the local bookstore from the Friends.
- "New London Under the Stars," a collaboration with the Library, Recreation Department and Chamber of Commerce, took place in December and over 130 patrons stopped by for card-making. Santa Claus was in attendance then and later that month for "Holiday Hoopla," attended by 50 patrons who enjoyed stories, songs, and cookie decorating.
- Sandra hosted the annual holiday party for staff at her house in early January. There were games, food, a Yankee gift swap and "Local Loot" certificates from The Friends. There were many laughs and great conversations.
- Jo-Ann Roy has finished installing the new Windows 10 computers that are now protected by a 3-tier backup system. Replacement was required because the old computers were no longer supported by Microsoft with vital updates. As a matter of security all computers should be shut down at closing.
- Winter Carnival is coming up the first week in February. Ben Cote is working with the Recreation Department and Colby Sawyer College to engage a magician to perform at Whipple Hall. He will also organize a "Challenge the Librarians" trivia game.
- The Friends have earmarked \$6000 for a special project this year. Sandra is gathering ideas and one comes from Ben Cote who proposes a little library on wheels. This would involve purchasing a motor driven bicycle to pull a cart of books

to various locations in town including the beach and the Town green. For patrons with library cards, books could be checked out with a Bluetooth iPad scanner. Or books could be given away for free as is done at the Little Library at Bucklin Beach. Sandra showed pictures of pedal-powered libraries.

- The Friends met this month and welcomed new board member Carrie Bouton who is new to town.
- Tomie dePaola has agreed to headline another library event on August 4, 2020. This date is a Tuesday at the beginning of the week of Hospital Days.

#### **Treasurer's Report (December) by Nancy Mahar**

- Nancy stated that the financials are according to budget and there are no unusual expenses.

#### **Facilities Committee by Frank Anzalone**

- Frank had no new issues to report.

#### **Personnel & Policy Committee by Gordon Terwilliger**

- Gordon stated the Library Director's evaluation will commence next month.

#### **Open Discussion**

- No discussion

#### **OLD BUSINESS**

##### **Sprinkler system**

- Sandra stated she had hoped to have a draft version of the sprinkler system design by now, but the engineering firm has experienced delays. It is hoped by Town Meeting on March 11 we will have a design and bid package ready.
- A hydrant flow test has been completed and the water pressure is good so we will not need a fire pump.
- Frank Anzalone has recommended three contractors to oversee the job and Sandra reported there was preliminary interest when she contacted them.
  1. North Branch
  2. Trumbull-Nelson
  3. Milestone
- At this point it is not known how long this project is going to take since there are so many variables. Older areas of the building may require more time to complete.
- A bond hearing will be part of the Board of Selectmen meeting on February 3 (or February 24) at 6 pm. This is a statutory requirement prior to requesting a bond at Town Meeting.
- The model of general contractor versus project manager was discussed. If a project manager is hired, they would be responsible for getting subcontractor bids and coordinating.

- There was concern as to what would happen if a bond is voted on and it is not enough or how to get a bond approved when all the costs are not certain. These costs may not be available at the time of Town Meeting on March 11.
- Sandra informed the board there is \$40,000 in a non-restricted CD that could be used if the bond is short.
- If a bond is not approved by voters, then the project would have to wait until funded, but this sprinkler system is a safety issue.
- Although Architect Frank Anzalone will be leaving our Board soon, he said he would be available for consultation and offered his expertise. His office is just down the street.

#### **FY 2021 budget**

- Sandra stated the Selectmen and Budget Committee agree regarding all areas of the Library's budget request. The Budget Committee and Selectmen meet to finalize the overall budget on January 15.

#### **Ideas for winter retreat**

- Gordon researched other library retreat stories and reported that a retreat was a lot of work for not always a lot of benefit. All agreed they did not want to commit the time unless it was worthwhile.
- Gordon shared information on Starr LaTronica who is the director of the Brooks Memorial Library in Brattleboro and has been a librarian for 35 years. It was agreed it would be beneficial to have her come and offer ideas on new services, goals, etc. Gordon agreed to contact her and get essential information.

#### **Consider elimination of overdue fines**

- Sandra informed this subject has been discussed at two staff meetings and was embraced by a majority. Some staff felt that fines kept patrons away from the library. This could welcome people who were afraid to come into the library because of an overdue fine. Ben Cote read from an article that described how fines kept patrons away from the library in Denver, and once fines were done away with, patrons returned. Sonia Garre shared that Sutton Library has a contribution jar on the circulation desk to encourage voluntary contributions. One person concerned about a "no fines" policy has been working at the circulation desk for 15 years and shared that many more books came back on time when the fine was increased from \$0.10 to \$0.25 a day. It was felt it will be harder to get books back in a timely manner and creates a problem to patrons who are waitlisted for a specific title. Other than that, there are few negative repercussions to this proposed new policy. Timely book returns could be encouraged by restricting patron check-out if their books are 2 weeks late.
- John Garvey favored a 1-year trial period and a delay in the vote until after Town Meeting. He would like to see a donation jar at the circulation desk.
- The "no card/no check-out" policy has been okay. Sandra stated "one-time use" form has been helpful for staff.

### **Filing period for elected candidacy**

- Filing period for candidacy for elected officials is January 22 to January 31. There are two positions open on the Library Trustees Board and this information has been posted on the Tracy Library website, Facebook and the local newspapers.

### **NEW BUSINESS**

#### **Questions from Emergency Management Committee re: continuity of operations**

- Town of New London department heads, New London Hospital, VNA, Colby Sawyer College, and other area stakeholders are working on a plan of operation if a particular building is shut down due to an emergency. The Library already has a reciprocal agreement with Colby Sawyer College for lending.
- If a building was not accessible and there was a need for temporary office space, John Garvey suggested the best person to contact would be Dan Wolf. Board members wondered if it would be beneficial to get something in writing. It was hoped any town office space might be made available if an emergency arose. Sandra stated the library has already had to close for over a week on occasions of mold containment and planned construction, so this is not something new to staff.

#### **Draft of Annual Town Report**

This is not available yet but Sandra will be finished by the end of the week. The following stats will be in the report:

- Circulation is 4% higher than previous year
- The highest increase is with the downloadables at 25%, from 7000 to 9000.
- Adult fiction is up 2.5%
- Magazines are up 7%
- The youth collection is up nearly 6%. Sandra stated she thought this was due to the new programs that Ben, Rachel and Kristine are conducting.
- There is a decline in the audio CD books and Sandra attributed this to the preference for downloadables.
- Possibly doing away with fines will increase overall collection use.
- The use of the teen room has increased 50% and moving the location of the magazines increased usage.
- Overall attendance for youth events was 4,600 people in 2019 compared to 3,200 the previous year. This is the most participation in the youth department since 2002.
- Sandra asked the board members if they would like anything in particular mentioned in the annual report. Her deadline is this Friday at noon. Eula stated the new web-site format looks great; it is nice and clear.

### **UPCOMING SPECIAL EVENTS / MEETINGS**

- Director Sandra Licks is on vacation the week of January 20

- Budget Committee & Selectmen finalize budget on January 15 at 7PM at the Academy Building
- Public Hearing on FY 2021 budget is February 5, 7PM at Whipple Hall
- Bond Hearing (part of Selectmen meeting) TBD
- Town Elections, March 10, 7AM – 7PM, Whipple Hall
- Town Meeting, March 11 at 7PM, Outing Club Gym.

**OTHER BUSINESS/FUTURE AGENDA ITEMS**

- Set fees for FY 2021 (copier/printer, nonresident, etc.)

**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).

**NEXT MEETING**

- Third Wednesday at 5PM (tentative after Town Meeting and these may change with the election of new trustees): February 19, skip March due to Town Meeting, April 15, May 20, June 17, July 15, August 19, September 16, October 21, November 18, December 16

**MOTION TO ADJOURN the meeting was made by John Garvey and SECONDED by Gordon Terwilliger. The meeting adjourned at 6:15PM.**

Respectfully submitted,

Jennifer Vitiello, Recording Secretary