

**Tracy Memorial Library
Board Meeting Minutes
March 15, 2012**

Present: Bob Bowers, Bruce Parsons, Dave Harris, Shelby Blunt, Charlene Baxter, Ki Clough, Lisa Ensign Wood and Sandra Licks.

Meeting called to order at 3:30 PM.

Meeting Minutes. A motion was made to accept the Board Meeting Minutes of February 23, 2012. The motion was seconded and approved. A motion was made to accept the Executive Session Minutes of February 23, 2012. The motion was seconded and approved.

Acceptance of Cash Donations. A motion was made to accept cash donations to the Library for the month of February in the amount of \$118.00. The motion was seconded and approved.

Committee Reports.

Librarian's Report. Sandra reported that due to the number of missing DVDs, she will be installing surveillance cameras in the reference room. The volunteer that took a fall while working at the Library returned to work the next week. As of March 1st, our reciprocal agreement with CSC Library is in place. We have had 5 college employees come in to get their Library cards. JoAnn is working on a new website for the Library. It will be more user-friendly and easier to update and maintain. On May 2nd, the staff will be taking a CPR and First Aid class. The class will take place at the Library and certification will be good for two years.

Building/Planning Report. Dave reported that the generator is working fine. The Department of Public Works came and hauled away most of the junk/trash we had compiled from our basement "clean-up." Glenn Bonewald has the flower pots for the new front entryway and will be getting the remaining metal edging ordered and installed. Glenn will look at our sidewalks to see what he might be able to do to help prevent the flooding/icing/freezing cycle that requires us to go to great lengths to keep them open during inclement weather. The Building Committee is working on preparing a map of our Library mechanical systems. It is hoped that this can be in paper and digital versions.

The lower level of the Library is still having some issues. The results of the last air quality testing done by Scott Lawson Group were inconclusive. Since that test, library staff in the lower level have complained of health issues. Bruce and Sandra have suggested that we bring in another firm to give us a proposal for air quality testing. They have suggested we try Purely Green Environmental from Nashua. Not only do they perform air quality testing, but they also provide solutions to any issues detected. The Board gave the approval to call them for a proposal and price. Bruce reported that Pete will be returning to do more sealing around the staff

bathroom to help with the sewer odor which may be coming from the ejector pump. Bruce reported that the youth area ERVs (energy recovery ventilators) are not working well. This needs to be remedied. There is a great deal of out-gasing from the new carpet in the Tomie de Paola room. The smell should have subsided by now. Bruce will be meeting with the carpet installation team to come up with a solution.

Bruce and Bob reported to the Board on the outstanding issues with Bruss Construction. We are still withholding \$7,000 until all issues are resolved. We will be contacting ARC (our new HVAC company) directly, and not through Bruss Construction, to resolve some of the remaining issues.

Personnel & Policies Report. After the recent fall of a Library volunteer, the Board wanted to make sure that we have a policy in place for handling accidents on site. The Library is covered under the Town insurance policy. When an accident/incident occurs, the staff collects and documents all information and passes it on to Town Hall.

New Business.

Retrieval of overdue Library materials. Sandra provided the Board with statistics of detained materials from 2006-2012. She outlined the current retrieval process, but would like to add two further steps in recovering tax payer property. The steps she would like to add are mailing a certified letter with return receipt and requesting Police assistance for cases over 50.00. The Board discussed the current retrieval process, the possibility of implementing the additional steps, and possible public reaction. After much discussion, the Board decided to table any action until the April Board Meeting.

Generator maintenance contract. The generator installer has offered an annual maintenance contract of \$300.00. The Board gave Sandra permission to enter into this contract.

Upcoming Meetings.

- Budget Committee Meeting: March 26th at 7:00 PM. The Library Budget will be discussed. Sandra, Bob and Shelby will attend.
- Public Hearing on Town Budget: April 9 and 16 (if needed)
- Selectmen Review of Personnel Policies: March 19. A public meeting which Sandra will attend.
- Candidate Filing Period: March 21-30
- Town Meeting: May 9th.
- NHLTA Conference: May 21st

Other Business.

Friends of TML. Lisa reported that at the March 12th Friends Board Meeting the Friends Board voted to authorize Sandra to spend up to \$5,000.00 to purchase window blinds for the Meeting Room. This will be one of the special projects that the Friends will fund for 2012. It is hoped that with a successful fundraising drive this summer, we may be able to fund another special project in the fall.

Community Garden at TML. The Community Garden has submitted to the Board a drawing for a wrought iron trellis/gate at the top of the stairs leading to the garden. The Board has some concerns about the location of the trellis as it is quite close to the 10-minute parking spaces and subject to being hit during snow removal. As Dave Harris had to leave the Board Meeting early and he is the Board liaison to the Community Garden, we decided to postpone further discussion and decision until our April Board Meeting.

Executive Session. A motion was made to go into Executive Session at 5:10 PM to discuss a personnel request. The motion was seconded and approved. The Board came out of Executive Session at 5:25 PM.

Next Board Meeting. Our next Board Meeting will be on April 19th at 3:30 PM.
Meeting adjourned at 5:25 PM.

Respectfully submitted,

Lisa Ensign Wood
Secretary