

**Tracy Memorial Library  
Board Meeting Minutes  
April 18, 2013**

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

Meeting called to order at 3:35 PM.

**Meeting Minutes.** A motion was made to accept the Board Meeting Minutes of March 28, 2013. The motion was seconded and approved.

**Acceptance of Cash Donations.** A motion was made to accept cash donations to Tracy Memorial Library for March in the amount of \$450.00. The motion was seconded and approved.

**Committee Reports.**

**Librarian's Report.** Sandra reported that the alarm was triggered for water in the elevator shaft. It was determined that the sump pump was broken. Wet Basement Solutions responded the next day to remove the water that had collected and install a new, commercial-grade sump pump. Everything is working fine now. The invoice for the new sump pump, installation, and clean up is \$600.00. This will be paid for from Maintenance/Repair in the Library Budget.

Sandra will be attending the NH Library Association conference at the end of May. Among the sessions she will be attending are "Creating Space: Why Libraries Matter" and "Incorporating Digital Resources." This conference is free.

Sandra asked for further clarification in the Library policy concerning Revocation of Library Privileges. Currently, Sandra is using a "two-strike" policy of suspended privileges until materials are returned and fines paid. After the "two strikes," library privileges are revoked. She would like to give further detail on this in the Library Policy Manual. The Board discussed this issue. A motion was made to implement the following policy. After the first offense of suspended privileges, the Library Patron must return materials and pay accrued fines, including an additional \$25.00 fee. After the second offense of suspended privileges, the Library patron must return materials and pay accrued fines, including an additional \$50.00 fee. Upon the third offense, Library patron privileges will be revoked. Library patrons have the ability to apply to the Library Board of Trustees for a waiver of the revocation. The motion was seconded and approved.

**Treasurer's Report.** Shelby presented the Treasurer's Report through March 31, 2013. We are right where we should be for revenue and expenses. Sandra reported that the proposed 2014 Library Budget is all set for town meeting. There was no further discussion about the Library budget at the final Budget Committee Meeting.

**Building/Planning Report.** Dave advised that the invoice finally arrived for the irrigation system valve work that occurred last fall. The total of the invoice was \$1,990.40. The Community Garden agreed to pay half the cost of the irrigation back up valve, which was \$1,000. Dave will be in contact with Donna Ferries to get payment for their half of the cost. Dave reported that one shrub did not make it through the winter. He will contact Glenn Bonewald to replace that shrub and to edge and mulch the new landscaping. This will be paid for through the DePorter fund. The Community Garden began work on spring clean-up on Monday. This spring, the Community Garden will be planting around the new front entryway.

Bruce reported that he is waiting for an estimate from Pete Swizlowsky on replacing the stack room roof. It is over 20 years old, and it experienced a water leak in February. When the roof is replaced, it would be a good idea to put a slight pitch on it instead of leaving it flat. The replacement of the roof will be a CIP item. Pete Swizlowsky and Frank Anzalone are working on a plan/estimate to put an overhang on the front entryway sidewall roof to help prevent staining from water runoff. While working on this, Frank noticed that water was collecting on the roof by the elevator shaft. Pete realized that Melanson Roofing did not install the roof correctly in this section. Pete will be contacting them to return and correct the issue at no charge.

The final construction items related to the Library Bond will be completed in the next few months. Frank Anzalone has come up with a solution to the clapboard staining issue. This will be corrected and then all the final painting will take place.

Bruce brought to the Board's attention that DB Landscaping is using the Library's new front entryway in their marketing. They did not ask for our permission to do this. Bob will send them a letter to remove any photos and references to the Library. We are not endorsing them as a company.

**Personnel & Policies.** Sandra reported that all the signage is up around the Library advising patrons of the various updated and new Library policies.

### **Old Business.**

**Radasch Donation.** Sandra has received the \$2,500.00 bequest from the Radasch Family Trust. A motion was made to accept the donation. The motion was seconded and approved. Sandra will be using the bequest to purchase new laptops for Kathy Tracy and Jo-Ann Roy.

## **New Business.**

**Drinking Fountain.** The drinking fountain has broken. Sandra advised that it will be replaced. The board agreed and approved.

**Student Page.** Sandra is considering hiring a student page for the summer at \$8/hour. The Board was enthusiastic about the idea and encouraged Sandra to do it.

**Sample Ballot for Town Elections.** Sandra presented the Board with the sample ballot for the Town Elections on May 14<sup>th</sup>. The candidates for two Library Board positions are Francine McColgan, Fiona Mills, and Kristina Regan.

## **Upcoming Meetings/Events.**

- \* LWV Candidate's Forum, Tuesday, April 30 at 7:30 at TML.
- \* Thursday's Child to benefit Friends and Community Garden, May 2<sup>nd</sup>.
- \* Toast to Peg Holliday and Connie Appel, Wednesday, May 8<sup>th</sup> at 7:00 at TML.
- \* Town Election Day, Tuesday, May 14<sup>th</sup> 8 AM to 7 PM at Whipple Hall.
- \* Town Meeting, Wednesday, May 15<sup>th</sup> at 7 PM

**Next Meeting.** The next Library Board Meeting will be determined after Town Elections/Town Meeting.

Meeting adjourned at 4:45 PM.

Respectfully submitted,

Lisa Ensign Wood  
Secretary