

Tracy Library Board of Trustees
February 23, 2012

Attending: Bob Bowers, Ki Clough, David Harris, Charlene Baxter, Shelby Blunt, Sandra Licks,

Excused: Lisa Ensign Wood, Bruce Parsons.

Chairperson Bob Bowers opened the public hearing regarding the donation from the Ensor estate at 3:30. A motion was made to accept and expend \$8750 which is a partial distribution from the Ensor estate. Discussion followed: The preferred use of this generous donation is to commit it to completion of the building project. In essence this would preserve the \$8300 remaining in bond fund as a cushion to cover any unplanned future costs that would appropriately be paid with the bond. The Board agrees to direct the money toward tying up the building project. To that end Shelby proposes the donation be reflected in the operating budget. This would appropriately document the funds as both received and expended. Public hearing shall remain open for 30 minutes then a vote will be taken on a motion.

Minutes of the January 19, 2012 meeting were approved as sent.

Cash donations of \$572.34 were accepted.

Librarian's report from Sandra.

- The TML report for the Town Annual Report is in our folder. This has been submitted.
- Sandra updated us on the fact that a large section of our DVDs collection is missing. Approximately 30 volumes of TV series are missing. Video cameras will be installed. Theft of media collections in libraries is a problem. Value of the missing items is approximately \$1200. All are now marked as "lost." If they come back that will be noticed.
- The walkways around the front and side of the building have provided many challenges. It's been a difficult winter with the amount of ice. Ray used to close off the walks to prevent people from walking on the paths, possibly slipping and falling. There are low spots meaning the water pools in certain areas then freezes. Should the pavers be redone as part of the landscaping? Could Glen address it when he completes the landscaping. We spent \$1500 on ice melt so far this winter. Sandra mentioned the Deporter money for the landscaping could be used. There is \$5200 left.
- Capital Alarm installed a water sensor alarm at the bottom of elevator shaft. Also battery units for emergency lights need to be replaced. Sandra was asked to have them map where they are then be sure this item is included in the maintenance plan so these get checked every year.
- Great Decisions program is under way.
- One of our volunteers fell and was injured while shelving.
- Sandra went to Budget committee three hours scrutiny. The TML budget will be discussed on March 26. At the meeting Sandra attended personnel policy issues were discussed at length. It may be a concern the budget committee is discussing personnel policies. Their goal is for all town departments to do anything and everything to reduce costs.

4:15 A motion to accept the donation from the Ensor estate and to expend the funds as recommended was approved. Decision: donation from the Ensor estate will be expended on costs of the building project. Public hearing was closed.

Building Committee report: David.

- Generator is installed and it worked Jan. 27 when we experienced power outages. It runs heat, pump, alarm, lights in entry area and server. David urged that Sandra, and will ask Bruce also, keep writing things down as entries in the maintenance manual.
- Sandra has a rough outline for the maintenance manual that she has started. She and Bruce are putting it together.
- The large pine trees next to the shed have been taken down. Pruning dealt with. Richard provided guidance.
- Lower level area Ray's office getting cleared out and give us some more space.

Planning Committee: Bob

- The plan for completing all work with Bruss was discussed. Has there been progress? Stack room air leakage remains an issue. They were going to fix it but later said it was unfixable. Then they did some caulking to try and fix it. March 1 is a deadline for some items, other items are for later in the spring. The intent is to keep the pressure on for March 1 deadline. We are holding \$7400 we still owed but pending completion of all work.

Personnel and Policy Committee: Charlene

- Motion to accept the Memorandum of Agreement with Colby Sawyer College library approved and Sandra was authorized to sign.

Old Business

"Hurricane Irene" ...Scott Lawson group came to answer questions about the air quality testing. January results were inconclusive ...levels not as low as had been anticipated. They made three recommendations:

- Do an infrared scan of walls.
- Problem may have been in books, shelves, all stuff we moved out and then moved back in could be the source of spores.
- More testing.
- What about asking them for comparisons? How do we compare with other libraries? A hypersensitive person could be more affected by small levels. Reducing the air temperature might be a good idea. It may always be an issue. What about asking Pete if we can seal the elevator shaft and staff bathroom better?
- Ventilation issues are being dealt with by ARC. We are dealing with them directly. Art room doesn't vent outside and we had agreed Bruss would take care of that. If ARC says it needs to be done we would prefer shifting ARC over to working with us directly if that is possible.
- Sandra will get pricing on three items from Scott Lawson group.
- It is recommended we get further assessment of the ventilation issue.

- Action items for next time to seal the two places Sandra listed above – elevator shaft and staff bathroom.

New business will be taken up at the next meeting.

An executive session was entered at 5:00 pm, for the purpose of discussing salaries per RSA 91-A:3, II (a). The public session reconvened at 5:15. It was moved and seconded to generally follow the Selectmen's recommendations of 2% increases with slight modifications based on the Library Director's recommendations for part time employees. This was approved unanimously by voice vote.

Filing periods to run for town offices are in March. There are three open positions. We should urge people we know to consider filing for a position as Library Trustee.

March 15 is the next meeting. March 26 is the public hearing on our budget.

Meeting adjourned at 5:20.

Secretary Pro Tem: Charlene Baxter