

## **Tracy Memorial Library Board Meeting Minutes**

**February 19, 2015**

**Present:** John Garvey, Bruce Parsons, Frank Anzalone, Kristina Regan, Dave Harris, Fiona Mills, and Sandra Licks.

### **Presentation by Harvey Best Re: Furniture restoration (see attached proposal)**

Discussion ensued regarding whether or not to proceed with Best's proposal to restore the Tracy furniture. Bruce and Dave suggested seeing some samples of his work as well as getting a few references before we commit to him as a restorer. Sandra raised a query about the insurance policy regarding moving these items of furniture. John inquired as to whether or not we should get the furniture appraised. He also noted that we should be careful to consider the historical value of these pieces and cautioned against negatively impacting the historical value of these works during the restoration process. John recommended Gordon Young, a furniture restorer that he has used in the past, to give us another bid. Dave agreed to meet with Young to get a second opinion. Bruce exhorted us to look into finding an art appraiser for the various pieces of art in TML as well as determining whether or not we should insure certain pieces. Dave recommended an art and antique appraiser who has done work for some members of the New London Garden Club.

**Meeting Minutes.** A motion was made to approve minutes from December 4 and January 15. The motion was seconded and approved.

**Acceptance of Cash Donations.** A motion was made to accept \$950 in January. The motion was seconded and approved.

### **Committee Reports**

#### **Librarian's Report**

Sandra reported how happy the TML staff has been since the building has reopened. She also reported that the staff was paid as usual during the time that TML was closed. Sandra noted that the insurance company will not reimburse us for those wages, but John recommended that we look further into that and offered to do so once Sandra gets him a copy of the insurance policy.

Frank noted that as the construction and cleaning went on that few ceiling tiles were disrupted and revealed accumulated dirt and debris up there. Madeline has since recommended removing ceiling tiles and cleaning all of those areas. She also recommended cleaning all the lighting fixtures as well. Bruce noted that he is worried about the effect on the air quality in the ground floor once the ceiling tiles get removed.

#### **Treasurer's Report**

In an effort to inform other board members that were unable to attend the December meeting, Kristina updated us on our CD investments and went over a detailed handout that showed our gift fund log. Currently the CD funds are invested for a 1-year term at a rate of 0.35%. The board approved the idea of moving our 1-year CD to a blend between 1-year and largely 5-year CDs with the latter being at a rate of 1.75% through Mascoma Savings Bank. She highlighted the notable gain in interest. She also cleaned up the current 1-year CD and broke it out into three different CDs based on restricted funds, restricted funds by use and unrestricted funds. These CDs come due in March. At that time we will move forward with the new investment proposal, but Kristina did note that we should revisit our logic in light of the recent building maintenance issues. Bruce noted that we will get a final estimate for the repair work in the next week or so. Thus, we will revisit the investment plan at our March meeting.

Kristina noted that we need to sweep interest from our CDs annually. That amount is included in earned interest on our budget. Kristina swept \$200.00 from the CDs to keep us in check with that current budget line-item.

Kristina then directed our attention to our overall budget through the first half of the fiscal year and noted that we are at 100% in most general categories. An amount equal to 100% means we are on budget. She also pointed out that in some areas we are below budget (maintenance, for example). That will be changing though given the recent library issues. She also noted that the cable budget is low and has been increased by \$100 per month in next year's budget.

Kristina then walked us through a balance sheet (courtesy of Patsy). She highlighted the existing funds in the Deporter account and suggested that we may want to spend down that account given the small amount of funds left therein. Note: The Deporter account is for landscaping only.

Kristina noted that she and Sandra will be going over the investment policy in March.

A motion was made and seconded to accept Treasurer's report.

### **Facilities Committee**

Frank reported on the progress on building repairs due to the recent flooding in the Children's Area and noted that some wet materials were removed providing us with an opportunity to insulate those areas. Frank did note that there are some areas that are hard to reach and insulate. We are waiting on the insurance adjusters to return and provide a summary of what will be covered. Bruce reported that the radiant floor system absorbed a lot of water due to the leaks and really should be replaced, but doing so will be very expensive (\$6500). We are hoping that the insurance company will agree to do so. Once we finish negotiating with insurance company, we can then decide what we want to do given our budget. Dave noted that we need to replace a majority of the carpet in the Children's Area and asked whether or not we want to install carpet down there again. Frank explained the negative side of carpeting in that area. Sandra reported that she is looking into special carpeting that would help mitigate absorption of water and mold. Frank underscored his recommendation against carpeting in that area. Bruce and Kristina suggested considering Marmoleum or carpet squares for that area. Bruce noted that Marmoleum would cost approximately \$6000 extra over carpet. Kristina underscored that it is known for its eco-friendly design. Bruce asked that the building committee convene with Sandra to make a decision about what to do with the flooring downstairs. Kristina suggested that we may want to think more long range about what to do with the building and project into the future in the next five or ten years. Bruce wondered whether or not we should consider relocating the Children's area. John queried whether or not there are water sensors that we could install downstairs to alert us preemptively to flooding. Dave noted that if we could figure out where the pipe in the back garden ends, we could be able to prevent where the water enters the building from the outside and prevent it from doing so.

Frank reported that we need to get an exterminator in given the amount of rodent droppings he has found recently. Sandra has someone in mind that she can utilize. Frank recommended that we begin the process soon as possible.

Bruce reported that he is concerned about the snow and ice on the roof and that we are on Pete's waiting list, but we may need to call someone sooner depending on how long this weather persists. Bruce noted the existence of a number of ice dams on various areas of the roof.

Frank updated us on air quality issues stemming from the roof insulation that is still out-gassing. Bruce noted that the next step is to speak with Kim Hallquist regarding whether or not we can hold the company liable for this problem.

### **OLD BUSINESS**

#### **FY 2016 budget, including salaries/wages**

Sandra reported that the recent meeting with the budget committee was fairly short and went very smoothly. The committee was initially interested in how we were handling the recent flooding crisis. They were focused on what we were doing and were generally supportive. They did inquire about certain line items and approved our budget. Bruce reported that he did bring up the board's firm stand on an overall 3% salary increase, with some staff receiving less or more. Since then, the selectmen have issued a 4% increase across the board. Thus, Bruce queried whether or not we want to consider raising salary increases to 4% overall. Sandra noted that we had previously discussed offering a 4.5% increase for full-

time staff and how to reconcile that when other town employees receive slightly less. John recommended that we should stick with our original plan of increasing full-time wages by 4.5%. Sandra also reminded us that we had previously agreed that she will increase part-time salaries based on her assessment of their merit/work.

## **NEW BUSINESS**

### **Town Report narrative**

Sandra shared the draft of her town report narrative and asked for feedback by this Monday. She noted that our overall circulation has dropped a small percentage but highlighted that our downloads have increased by 40%.

### **Loan of Jane and James Tracy portrait paintings**

Sandra drew our attention to the portraits of Jane and James Tracy, namesakes of TML. She noted that there are two images, not paintings, of Jane and James Tracy downstairs by the fireplace. A family member of the Tracys has offered these paintings on loan indefinitely until a family member expresses an interest in them at some point. They are 33 by 39 inches. Frank noted that these paintings raise the issue of insurance for such pieces. Bruce recommended that we explore the issues surrounding our position as curators of these pieces should we accept them. The board expressed universal approval for accepting these pieces. Sandra will report back to the family that we are interested in accepting these pieces, but we need to come up with some documentation regarding the parameters of this type of loan.

### **Board members with expiring terms**

Sandra noted that we have two board openings, possibly three. Ideally, we are looking for someone with a comfort level with finances to help shadow Kristina on the Treasurer's Committee as well as someone with building expertise to help out on the Facilities Committee. She noted that the filing period is at the end of March.

## **UPCOMING SPECIAL EVENTS / MEETINGS**

- Library Director's vacation, week of March 23
- Abbott Library project presentation, March 24 \*new date\* @ 10:00
- Budget Committee public hearing, April 8
- Thursday's Child to benefit Friends and Community Garden, April 30
- Town Elections, May 12 and Town Meeting, May 13

## **OTHER BUSINESS / FUTURE AGENDA ITEMS**

- Investment policy (March)
- Attic insulation (March)
- Bathroom update (March)

## **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)**

- Patron behavior

## **NEXT MEETINGS**

- Thursdays at 3:30: March 12, April 16

## **ADJOURN**

Meeting adjourned at 5:40 PM.

Respectfully submitted,

Fiona Mills  
Secretary