

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES

MEETING AGENDA

Monday, 18 January 2016 at 4 PM

Present: Ms. Fiona Mills (2016)
Ms. Kristina Regan (2016)
Mr. Frank Anzalone (2017)
Mr. John Garvey (2017)
Mr. Matt Hubbard (2018)
Mr. Gordon Terwilliger (2018)
Ms. Wendy Dumais (2018)
Ms. Sandra Licks
Minute-Taker Ms. Laura Halkenhauser

Called to order: 4:06

MEETING MINUTES

A motion to approve minutes of December 21, 2015 was made, seconded and unanimously approved.

ACCEPTANCE OF CASH DONATIONS

A motion to accept \$775.00 that was donated in December was made, seconded and unanimously approved.

COMMITTEE MEETINGS & REPORTS

Librarian's Report

- **Staff Education:**
 - Ms. Licks will be attending "The Transformational Leader" February 19, in New Castle, NH
 - Missy Carroll will attend "How to Communicate With Tact, Professionalism, and Diplomacy" in West Lebanon
 - All staff watched a webinar on How to minimize their health risks to blood exposure and other bodily fluids. To equip the staff in case of an emergency, Ms. Licks purchased clean up kits for each floor of TML.
- **Museum Passes** – The Library lends passes to the Mt. Kearsarge Indian Museum, V.I.N.S Nature Center, The Currier Museum of Art, The Fells, McCauliffe-Shepard Discovery Museum – who all offer a library-model pass package; a reusable pass. Ms. Licks looked into obtaining passes to the Montshire Museum, due to a great interest, however, the Montshire sells a book of tickets rather than a reusable pass.
- **Children's Department** –
 - Ms. Keating initiated "The NH 1000 books before Kindergarten program" based on research that proves that children need to hear 1000 books before they begin to learn to read independently. The TML Friends are donating 50 bookbags towards this program.
 - The Legos and Builders club will begin this month on Wednesdays from 3-4pm. This is a free activity for children 6 and older. Children 4-6 may attend but need to be accompanied by a caregiver.

- Tracy Memorial Library is partnering with the New London Winter Carnival offering 2 activities. Friday, Jan. 29th – A free magic show “Magic of the Steelgraves” from 4:30 -5:15 pm, with a limited amount of tickets, sponsored by the New London Police Department and The Friends of the Tracy Memorial Library. Saturday, Jan. 30th – There will be 2 craft sessions available: 10:00 am and 10:30 am.
- **Friends of TML** – exceeded their annual goal achieving their highest donations to date of \$22,000.00 with 37 new donors.

Facilities Committee: Updated by Mr. Anzalone

- Attic Insulation update: Still no word from the contractor
- The generator has been running well since last reported.
- HVAC unit: The contractor - needs to be contacted again
- This needs to be taken care of by June 30th. Ms. Licks has not had a return call regarding this.

OLD BUSINESS

- **Board of Trustee open seats** – Ms. Licks said that she has reached out to potential Board of Trustee members and reminded any interested parties that they should file with the town clerk by January 29 for the March 8th vote.
- **Budget Committee Meeting** – Ms. Licks has attended the town budget committee meetings. The question came up about the possibility of the library putting off the foundation drainage project. This option was discarded and the full amount of the capital reserve request remains intact.
- **Year End Financial Statement** – Ms. Licks sent the 2015 year-end financial statement prepared by Ms. Regan for inclusion in the town report.

NEW BUSINESS

- **2015 Year-End Annual Report** that noted the following:
 - Ms. Licks shared a draft of her report that was positive in tone and recounts the year’s accomplishments.
 - The library is still a very sought-after commodity with the varied resources that are regularly utilized: Books, DVD's, Audio books, computer stations, copiers, publications, downloadables, online resources, services, programs and building itself.
 - The value of the total TML collection is 1.6 million dollars.
- **Fees FY 2017 -**
 - The Board evaluated the various fees; Copier, printer and late fines and gave special attention to the Non-Resident Fee. A motion was made, seconded and unanimously approved to keep the fee schedule as is and not to raise it this year. Next year the BOT agreed to evaluate the non resident fee more closely as they comprise 25% of total use proportion to the town.
- **Computer/AV Room Renovation**
 - The Friends of TML has received a donation of \$25,000.00 to make improvements to the Library. Ms. Licks shared 1 of 5 designs from Tucker Library Interiors. The room in most need of being updated is the front room that houses the DVD's, Audio books and Computers. The proposed plan segregates the devices and mimics the circulation desk in its design.

Shelving will be on hidden casters so that they may be easily moved and placed for optimal traffic flow. This project may get underway in the next calendar year.

PERSONNEL & POLICY

Ms. Mills and Mr. Terwilliger will spearhead the process for Ms. Licks' annual performance review to be completed prior to the March election.

UPCOMING SPECIAL EVENTS / MEETINGS

- The Town Budget Committee will finalize the budget on Wed. Jan 20.
- The New London Winter Carnival will be underway on Friday 29th with the Magic Show to be held at Whipple Hall, and the 2 craft sessions being offered on Saturday 20th.

OTHER BUSINESS / FUTURE AGENDA ITEMS

- Ms. Licks will arrange a meeting with Mr. Hubbard, Mr. Terwilliger and Ms. Mills to review computer and internet policy.
- Future replacement of the Destiny integrated library system that has been in place since 2010
 - How to handle the Non-Public Procedure
 - Ms. Dumais will be overseeing the compliance issues.
 - "Elevator speech" - joint talking points.

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 MEETINGS

Mondays at 4 PM: February 15

ADJOURN: 5:06

Minutes respectfully submitted,
Laura M. Halkenhauser