

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING AGENDA
Monday, 16 November 2015 at 4 PM

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

Called to order: 4:07

MEETING MINUTES

A motion to approve minutes of September 4, September 23 and October 19 was made, seconded and unanimously approved.

ACCEPTANCE OF CASH DONATIONS

A motion to accept \$85 that was donated in October was made, seconded and unanimously approved.

COMMITTEE MEETINGS & REPORTS

Librarian's Report

- **The Children's Department** Ms. Lorreen Keating has established a Thursday afternoon "Student Cafe" geared to the middle school age group, offering snacks, games, and a movie. Ms. Keating has reached out to the New London Recreation Department's Winter Carnival and will be partnering with them by offering to have a project for children.
Also, Ms. Keating is in the process of:
 - Updating the books, toys, and displays of the Children's Section.
 - Establishing an afterschool Lego builders club
 - A monthly evening or Saturday program TBD, geared to working parents
 - Has gotten involved with the New London Rotary Club book initiative
 - promoting 1000 books before kindergarten book list
 - Is participating in the Great Stone Face Book Award
- **Friends of TML** – Friends increased donors to 256 and raised \$19,500.00 as of the beginning of November. Elected officers are – Lisa Wood, President; Becca Reeve, Vice President; Patsy Steverson, Treasurer; and Sally Bergquist, Secretary. Friends publish a biannual newsletter and in February 2016, Friends of TML will present Helen Brody, a local author of New Hampshire Women Farmers: Pioneers of the Local Food Movement.

Facilities Committee: Mr. Anzalone reported that the foundation drainage may be scheduled to start in June 2016, if the timing is not appropriate, then it would begin in September 2016. The project will be done in stages and won't disturb patrons as it doesn't include the entrance area that is already completed. The project would include waterproofing and adding a thin layer of insulation. The

estimated cost is \$38,000 and would come from the capital reserve for improvements.

Attic Insulation update: Ms. Licks heard from the company, but a date hasn't been established.

HVAC unit: In the process of scheduling maintenance for spring 2016.

Generator: The generator company has been called, but there was no answer.

Flooring in Tomie dePaola Room– is getting worse. The insurance adjuster has not been out to see it yet despite our request.

OLD BUSINESS

NEW BUSINESS

- Ms. Licks went over a handout of the Capital Reserve Plan for FY 2017 (7/1/15) – FY 2026 (7/1/25). This plan will be presented to the Budget Committee Subcommittee on Capital Reserve Funds, November 18, 2015. Ms. Mills, Ms. Dumais, Mr. Anzalone and Mr. Hubbard will be in attendance. The main proposed revision was to move the kitchen and bathroom updates out to FY 2020. Motion to approve the revised plan was made, seconded and unanimously approved.

UPCOMING SPECIAL EVENTS / MEETINGS

- Open House for Lorreen Keating, November 17
- Meeting with Capital Reserve subcommittee, November 18 at 7 PM
- Town employee holiday lunch is held Friday, December 4, 12:30-3PM. Ms. Licks will poll the staff to see if all library employees would like to attend therefore close the library for 2 ½ hours or keep the library open. TBD
- Meeting with full Budget Committee 7 pm, December 16: confirmed.
- Ms. Licks and Ms. Roy will report on the three-day seminar at a later date.

OTHER BUSINESS / FUTURE AGENDA ITEMS

- Recommendations from auditors – review in Dec.
- Computer & Internet policy – review in Dec.
- Compliance issues in Jan.
 - Should a compliance officer be assigned.
 - How to handle the Non-Public Procedure
- “Elevator speech” - joint talking points.

APPOINTMENT

- **4:30 - Presentation on the Tor Relay Program:**

Mr. Chuck McAndrew, Head of IT Service at Kilton Public Library, Lebanon, NH presented the value the Tor Relay program has for libraries. According to Mr. McAndrew, libraries provide service to everyone and do not impose censorship. Therefore, privacy, free inquiry, and intellectual freedom are basic tenets of libraries. He cited the Library Freedom Project.

- Tor software protects patrons privacy while using the library's public computers, while serving as a Tor relay protects privacy on a global scale. The origin of the relay is anonymous, but the exit relay is identifiable. Because libraries are covered by the Digital Millennium Copyright Act (DMCA) libraries are a safe harbor.
- There are three different degrees of how to be involved as a library.

- 1st level – make a free installation of the Tor browser. This gives patrons privacy and helps to strengthen the Tor network adding more anonymity.
- 2nd level – middle relay. There is a cost involved. Would need a 100 megabit connection and a dedicated computer to be a server.
- 3rd level – exit relay. This is the most demanding relay and most beneficial to the Tor network. The library would need a separate IP address. Potentially \$1,500 in set up costs. Mr. McAndrew recommended Mr. Bill McGonagle as an IT consultant.

- **Post Tor Relay Discussion**

Mr. Hubbard indicated that there were pros and cons with being involved with the Tor Relay. Tor is part of “Torrent” used to illegally download music and videos. He strongly advised looking at both the pros and cons before getting involved and asking the question of why we would need it, “are we activists?” Mr. Terwilliger voiced concern for the staff. Ms. Licks is going to gather information about Tor software at the 1st level. The discussion will be continued.

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)

- Letter from staff member regarding salary
- Entered into Non-Public 5:34 pm

NEXT MEETINGS

Mondays at 4 PM: December 21, January 18, February 15

ADJOURN: 6:09

Minutes respectfully submitted,
Laura M. Halckhauser