

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

Tuesday, 20 December 2016 at 5:00 pm

Present: Mr. John Garvey (2017) Chair
Mr. Frank Anzalone (2017)
Ms. Wendy Dumais (2018)
Mr. Matt Hubbard (2018)
Ms. Annie Beck (2019)
Ms. Nancy Mahar (2019)
Ms. Sandra Licks
Minute-Taker Ms. Laura Halkenhauser

Call to Order: 5:02

MEETING MINUTES:

- A motion to approve the minutes of 15 November and 1 December, was made, seconded and unanimously approved. Ms. Mahar motioned, Ms. Dumais seconded.

ACCEPTANCE OF CASH DONATIONS

- Ms. Mahar made a motion to accept \$300 donated in November, Mr. Anzalone seconded the motion, and it was unanimously approved.

COMMITTEE MEETINGS & REPORTS

- **Library Director's Report**

Some of the Magazine subscriptions will not be renewed due to a drop in interest in some publications. Ms. Keating is considering extending the children's magazine circulation for two weeks and relocating the publications to increase interest in them.

Children's programs: Tonight a Holiday PJ Storytime with Santa Claus is being held starting at 6:30 pm. Thursday, Dec. 22, The movie "Elf" will be shown, and a party will take place in the meeting room.

Donation: Mr. Robert Denz donated \$1,500 in memory of his wife Marty, to the library to be used for the children's department.

Staff Holiday Party: A Staff Holiday Party took place at a private home which made for a good bonding amongst the co-workers of TML. The Friends gave holiday gift certificates to the library staff.

- **Facilities Committee**

The foundation drain – Mr. Lee dug up a patio pipe and found that the foundation drain needed to be cleared it and connected which his crew did. . The drainage along the side and the front of the building still needs to be addressed using capital reserve funds.

Mr. Anzalone determined that there is air in the pipes in the second floor workrooms. A plumber needs to be called to remedy this situation.

Generator - The generator needs to be replaced, and Ms. Licks will be getting three quotes.

Burst Pipe Tomie dePaola children's room – a zone valve froze in the closed position which stopped the water from moving through. The water then backed out the other way. The pipe froze, burst, warmed up and the water broke loose. The insurance adjuster has evaluated the situation and will award TML the money it's entitled to towards making a full restoration. The repairs will take about a month to complete. Mr. Anzalone can't guarantee that it won't happen again, however, the TML Board of Trustees is trying to be the best, responsible stewards of the overall property recognizing that TML is a very important spot for New London. We will investigate bigger-picture solutions beyond just repairing the children's area.

Mr. Anzalone made a motion to view the damage; Mr. Garvey seconded the motion. The BOT adjourned to review the result of the burst pipe.

- Personnel & Policy Committee

Mr. Gary Thornton – the same consultant, engaged to do the wage study for the town of New London, asked if TML would like to adopt the town's methodology. The town added two points to his proposal, The importance of public employee service and that compensation takes into account what the taxpayers can pay. The difference is that TML is governed by The Board of Trustees while the town has the selectman. The BOT needs to be somewhat flexible when making these determinations.

Mr. Anzalone made a motion to approve the compensation philosophy as proposed on pages 36-37 of Library's Mr. Thornton's report/suggestion dated November 4, 2016, which was seconded by Mr. Hubbard and unanimously approved.

OLD BUSINESS

Consider compensation philosophy (see above)

NEW BUSINESS

Discussion around how to set wages for FY 2018 was held, first in a Public session to discuss grade assignments made by Mr. Gary Thornton. The discussion was for all positions. Ms. Licks offered alternatives to Mr. Thornton's suggestions based on her deeper knowledge of the value of each position. Some she suggested being at a higher pay grade due to individuals specializations.

Ms. Dumais made a motion to adopt the Library Directors Recommendations, which was seconded by Mr. Hubbard and was unanimously approved.

UPCOMING SPECIAL EVENTS / MEETINGS

- Operating budget presentation to Budget Committee, Jan. 4

- Capital reserve budget presentation to Budget Committee, Jan. 11
- Budget Committee finalizes budget, Jan. 18
- Filing period for candidacy for elected officials, Jan. 18 – 27, 2017
- Reconciliation meeting with Budget Committee and Selectmen, Feb. 1
- Public Hearing on Budget, Feb. 8
- Town elections, Mar. 14
- Town meeting, Mar. 15

OTHER BUSINESS / FUTURE AGENDA ITEMS

- Three-year review of policies, 2nd half: January
- Library records retention (financial, personnel, minutes): TBD
- Consider purchase of new generator
- Review investment policy (February)

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)

Went into 5:33

Mr. Anzalone made a motion to go into the non-public session which was seconded by Ms. Mahar and was unanimously approved.

NEXT MEETINGS

- Tuesday, January 17 at 5:00 pm
- Tuesday, February 21 at 5:00 pm
- Tuesday, March 21 at 5:00 pm

ADJOURN 6:45

Respectfully submitted,

Laura Halckenhauer