

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING AGENDA
Tuesday, 15 August 2017 at 5:00 pm

Present: Mr. John Garvey (2020) Chair
Mr. Gordon Terwilliger (2018)
Ms. Wendy Dumais (2018)
Ms. Annie Beck (2019)
Ms. Nancy Mahar (2019)
Mr. Frank Anzalone (2020)
Ms. Sandra Licks
Minute-Taker Ms. Laura Halkenhauser

Absent: Mr. Matt Hubbard (2018)

Call to Order: 5:02

MEETING MINUTES

- **The minutes of 18 July, were not approved due to absence of main quorum attendees of that session.**

ACCEPTANCE OF CASH DONATIONS

- \$0 in July

COMMITTEE MEETINGS & REPORTS

- **Library Director's Report** - Ms. Licks shared a handwritten thank you note from Assistant Director Ms. Roy for the raise she was granted by the BOT. The youth summer reading program is wrapping up and 60 kids have checked out, finalizing what they read and receiving their prizes. The Adult summer program theme, "Build a Better World," has resulted in many good deeds done, based on the requirement for participants to fulfill directive criteria. Program coordinator, Ms. Roy has doled out gift cards, to area businesses, as rewards to participants. There is a temporary security camera overseeing our parking area with no activity to report thus far. The next step will be for the library to install its own cameras which Ms. Licks is investigating with a security camera expert recommended by the NL Police. The AV room renovation has been started; first, the room was emptied by staff and 12 volunteers, it got a new coat of paint, and the handyman dismantled the shelving. A make-shift AV room is temporarily in the Meeting Room. The renovation should be complete by next Wednesday evening. The Friend's newsletter has been sent out featuring Ms. Timmie Poh who celebrated her 35-year employ with the library, much to Ms. Poh's chagrin. A part-time staff member has taken ill, but will be back after recuperating from emergency surgery. Lastly, next month it will be Ms. Licks' turn to host the Upper Valley Librarian group.
- **Facilities Committee**- Mr. Anzalone, reported that he is costing out a replacement motor for the generator.

- **Personnel & Policy Committee** – Mr. Terwilliger indicated that Ms. Licks will be conducting the evaluations of the staff with a due date of November. The format remains the same; staff answer self-evaluation questions followed by Ms. Licks weighing in with her assessment of their performance. Mr. Terwilliger will spearhead the evaluation of the Director, collecting feedback from all Board members, and invited Ms. Licks to give input on the questions.

OLD BUSINESS

Budget for FY 2019 (including personnel) – Talked about budget last meeting. Now updated to include figures for personnel with the focus on wages based on the outcome of the wage study information. Ms. Licks determine that 5 positions need adjustment – including three part-time assistants and a manager. Mr. Terwilliger pointed out that the Director’s position needed further adjustment as well. We are a year behind the town in fully implementing the wage increase. The result will be an average of a 3.5% raise (2.5% step with a 1% COLA). The proposed Repairs budget of \$25K was recommended to be bumped up to \$30K in order to meet the maintenance needs of this historic building’s upkeep. The current FY 2018 Repairs budget has been exhausted and we are only into the second month. Also, the telephone service is out of date, even lacking caller ID, and no longer serviced by TDS. To improve the service it is estimated at \$5,000 on top of telephone business. By combining telephone service improvements with the town’s pending upgrade; it will be more cost efficient. The Budget for Special Projects was addressed proposing that when donations are not earmarked for an intention, it goes to special project. We are hoping that the increase will be helped by the donations. Overall, there is a proposed 7% increase which is higher than the library usually proposes which is 90% due to the wage study outcome and the needs of the historic building. The town’s budget committee recognizes that library does its homework, the needs are assessed and very well laid out. We are hoping to implement the second phase of what was approved last year and we don’t expect this kind of increase next year.

Mr. Anzalone made a motion to approve the FY 2019 budget draft to be submitted to the town and to change the repairs and upkeep portion to \$30K as well as allow Ms. Licks to make necessary changes to the draft in terms of insurance, the cleaning contract and the audit which was seconded by Mr. Terwilliger and unanimously approved.

NEW BUSINESS

- Landscaping along Main St. – Ms. Mahar, liaison to the Garden, voiced their concern that the plants were not handled properly during the foundation drainage project, resulting in two Magnolia trees dying. The front garden has suffered in appearance and the Garden would like to consider assisting with the care of the front of the building. Ms. Licks and Ms. Mahar will continue the discussion with the Garden and request a budget from them.

UPCOMING SPECIAL EVENTS / MEETINGS

- A/V Room reopens, August 24

- Library Director on vacation, week of September 4
- Budget due to Town Administrator, September 11 – will be submitted before
- Annual volunteer party, September 27 at 5:30 pm – wine will be served

OTHER BUSINESS / FUTURE AGENDA ITEMS

- Library records retention (financial, personnel, minutes), TBD
- Consider purchase of new generator, TBD

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)

5:36 – went into non-public per RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board

Adjourned from non-public session: 5:56

NEXT MEETINGS, Tuesdays at 5:00 pm

- September 19
- October 17
- November 28
- December 19

ADJOURNMENT 5:59 – Mr. Terwilliger made a motion to adjourn, Mr. Anzalone seconded the motion and it was unanimously approved.

**Respectfully submitted,
Laura Halkenhauser Guion**