

**TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES  
MEETING MINUTES  
Tuesday, 17 October 2017**

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

**Absent: Mr. Matt Hubbard (2018)**

**Came to order: 5:04 pm**

**MEETING MINUTES**

- Approve minutes of July 18 & August 15  
Ms. Beck made a motion to approve the minutes of 15 August, seconded by Ms. Mahar and was unanimously approved.

**ACCEPTANCE OF CASH DONATIONS**

- \$100 in August & \$0 in September,  
Ms. Beck made a motion to accept \$100 in August, Mr. Terwilliger seconded the motion, and was unanimously approved.

**COMMITTEE MEETINGS & REPORTS**

- **Library Director**  
The Board of Trustees did not meet in September.

The summer reading program wrapped up having 156 kids sign up with 63 completing the program. Many different events were offered; seven story-time sessions, four book clubs, LSPA program, theater company, A stuffed animal sleepover, the traveling Museum of Science, a balloon artist, and wild animals - all with a final count of 472 people net. The Teen program had 16 participants who read 6200 pages combined.

Fall programs have begun; The Lego club on Wed, Movies & snacks for older kids - 2<sup>nd</sup> Thursday of the month. Tuesday & Wednesday Storytime with Ms. Kristine, the ages 9-12 book club. Halloween falls on a Tuesday so a Halloween party for 5-11 year olds will be held - stories, games and Activities.

The staff created "Yertle the Turtle" for the pumpkin people display. The Friends sponsored 6 literacy kits that offer young readers, ages 2-8, interactive totes each with a different theme that can be taken home.

There was a low turnout for the volunteer celebration therefore the library is going to take a hiatus.

The AV room renovation is complete. It is well organized and a more browsable space.

Asst. Dir. Ms. Roy added a ssl certificate to the url encrypting the link adding a further deterrent for hackers. The library has a VHS to DVD converter that will be available for customer use. An appointment with Ms. Roy is required and the customer needs to sit with the processor that converts in real time. This will be advertised.

- **Treasurer's Quarterly Report** (and FY 2017 Financial Statement) – This was postponed due to absence of the Treasurer. Ms. Licks noted that presentations on the FY 2019 Budget are already underway. The budget committee has met 3 times to discuss. Nov 6 the library is scheduled to meet with the town budget committee.
- **Facilities Committee**; Ms. Licks and Mr. Anzalone met with the contractor of the foundation drainage system and requested that he replace the Magnolia trees, which he did. Sue Ellen Parks planted the trees and will be paid. The contractor credited the library \$300 towards other plants that were destroyed. Ms. Parks resigned from the Garden. March 2018 the garden club will begin a search for her replacement, at that time, the board may approve the person to maintain the front gardens.  
The basement is cleared of any leaks and the repair to the roof seems to be holding. However, there is rot around the bay window and the contractor has offered to donate his time to fix the flashing. Mr. Anzalone and Ms. Licks will take a second look.  
The contractor needs to get the other projects resolved, clean up, hardened cement splatters etc... There is concern that the new wall doesn't look like it's finished. The possibility of painting it was discussed.  
The proposed security cameras are an estimated \$2,700. The layout of the building would involve using 3 cameras. Funding, such as grants, will be researched. This will be added to the next budget, July 1, 2018.
- **Personnel & Policy Committee** – Upcoming, the board's annual evaluation of Ms. Licks, to be combined with her self-evaluation.

## **NEW BUSINESS**

- Search for a Youth Services Assistant, a very part-time, 6 hrs per week (one evening and one Sat.) At present there are four applicants with no direct experience working with children; we are taking applications until Oct 25<sup>th</sup>.
- Annual auditors questioned a \$100 gift certificate given to Ms. Poh which is taxable income.
- A letter of complaint was sent regarding a library card that was extended in 2005 for pro bono work. The card expired and needed to be renewed which meant this person needed to pay for a new card. This brought the question of whether the library should offer library cards to owners of local businesses regardless of whether they own property. Interest in encouraging small businesses to be in New London.
- Gardeners request permission to serve wine, Oct. – annual luncheon – Ms. Dumais made a motion to grant the Gardeners permission to serve wine at their annual luncheon, Mr. Terwilliger seconded the motion, and was unanimously approved.
- Holiday closings – Veteran's day – Nov 11 the library will remain open both Friday and Saturday, and the staff will do a special celebratory display for the Veterans. In lieu of this holiday, Ms. Licks proposed to close the day after Christmas, with all staff paid which would be an additional \$275.

**UPCOMING SPECIAL EVENTS / MEETINGS**

- Library Director on vacation, week of Oct. 23
- Presentation of Library budget to Budget Committee and Select Board Nov. 6 at 6:30 pm.

**OTHER BUSINESS / FUTURE AGENDA ITEMS**

- Review of Library Director, Nov. decide format and questions for Ms. Lick's review.
- Library records retention (financial, personnel, minutes), Dec.

**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, Tuesdays at 5:00 pm**

- November 28 (not Nov. 21) –
- December 19 (likely to be skipped)
- January 16
- February 20

Ms. Beck made a motion to accept to adjourn, Mr. Terwilliger seconded the motion, and was unanimously approved.

**ADJOURNMENT 6:12**

**Respectfully submitted,  
Laura Halkenhauser Guion**