

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, April 29, 2020 at 5pm

Due to the COVID-19 pandemic and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically. The public has access to contemporaneously listen and participate in this meeting through video conferencing at <https://global.gotomeeting.com/join/670962701> or by phone by calling +1 (669) 224-3412 and using access code 670-962-701. For technical problems, please call (603) 526-4656 x4.

The meeting was called to order at 5:01 pm.

Present via digital video: Director Sandra Licks, Eula Kozma (Chair 2021), Wendy Dumais (2021), Gordon Terwilliger (2021), Nancy Mahar (2022), Kim Bonin (2022), Marianne McEnrue (2023) and Steve Solomon (2023)

Present via digital video from the public: Jo-Ann Roy and Ben Cote

NEW BUSINESS

- This meeting was called to respond in writing by May 1 to the Selectmen's request for the possible delay in Library expenditures to assist with the Town's cash flow. Sandra Licks relayed that there may be a possible shortfall of 1 to 3 million dollars, and the Library Trustees have been asked how expenditures could be cut to help mitigate this possible shortfall. The following are a few suggestions:
 - Possible delay in COLA and merit increases starting in July
This suspension or delay of a 1.5% COLA (cost-of-living adjustment) and 2.5% merit increases would save approximately \$1,200 per month.
 - Possible staff reductions (furloughs) as currently all staff are being paid for their regular hours as specified in the unscheduled closure policy and as budgeted for. There are three categories of employees:
 1. There are 3 full-time employees who are working their customary full-time schedule in the building or at home.
 2. There are 3 regular part-time employees that work less than 35 hours per week but more than 20 hours per week.
 3. There are 6 part-time employees who work less than 20 hours per week.
 - Other possible cost savings could come from:
 1. Reduced cleaning services. Currently the town pays for this contract and the current service at the Library has dropped to one day a week. This will result in a savings of \$1,200 per month. It should be noted that once phased reopening begins, cleaning services will need to be reinstated in full.

2. Currently the Library is not buying any physical books, DVDs and newspapers, which is saving \$3,500 per month. It was noted that upon reopening, the Library would need to catch up on a portion of this.
3. The electricity usage is down but a bill reflecting this is not yet available.
4. There will be no fall library conference and \$2,000 will be saved here.

Trustee Comments:

- Steven Solomon suggested a tiered approach but it is hard to know what the town wants dollar-wise. The Library budget is \$600,000 of which taxpayers fund \$565,000. If the town would like to see a cut of \$75,000 that would amount to 15%. Steve said that if furloughs must be considered, to leave it to Sandra to decide what staff should be cut. He also opined that money the Library saves this fiscal year could be credited to the next fiscal year.
- Marianne McEnrue agreed with a tiered approach. Marianne pointed out that the shortfall would not be known until the taxes are paid starting in June. She stated the Library might present a snapshot of a 10% cut, a 15% cut and a 20% cut and how that would impact services.
- Kim Bonin asked how the staff is going to feel about not having work.
- Wendy Dumais thought it irresponsible to ask taxpayers to continue to fund the staff payroll when the Library was closed in spite of the services staff members have performed from home.
- Eula Kozma agreed the board should consider the tiered approach to staffing and how this might be adjusted.
- Gordon Terwilliger suggested the Board should offer as much help as possible but it is hard to know what the amount will be.
- Board members expressed a concern that this memo should not be tied to the Governor's current "stay at home" order.
- Steve Solomon asked to have Town counsel available for use to answer questions or make suggestions when we try to open.
- Nancy Mahar asked if there has ever been a request like this from the town to which Sandra replied this is unprecedented.

In conclusion, the Board directed Sandra Licks to draft the memo to the Selectmen, working with Steve Solomon. This draft would then be sent to all trustees for quick review by deadline. It was agreed the memo should include the following points:

- Express an overall spirit of cooperation
- Agree to delay raises if the Town does
- Demonstrate what has already been done to reduce expenditures
- Call attention to difficulty of contemplating cost cuts when we are meanwhile planning a phased reopening

PUBLIC COMMENTS

Members of the public who were in attendance did not wish to comment.

UPCOMING SPECIAL EVENTS / MEETINGS

Attend Selectmen's meeting to discuss the above: Monday, May 4 at 6:00 pm via Zoom link to be made available on the Town website the day of meeting.

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 REGULAR MEETING

Third Wednesday at 5:00 pm: May 20, June 17, July 15, August 19, September 16, October 21, November 18, December 16

The meeting adjourned at 5:55 pm.

Respectfully submitted,
Jennifer Vitiello
Recording Secretary