

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES MEETING
Wednesday, March 24, 2021 at 5:00 pm

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/774608813>. You can also dial in using your phone 1 (571) 317-3112 and use Access Code: 774-608-813. For technical problems, please call Board Chair Eula Lee Kozma at 908-370-7562.

Chair Eula Kozma called the meeting to order at 5:02 pm.

Present via digital video roll call: Eula Kozma who stated she was alone (Chair 2021), Wendy Dumais and she stated she was alone (2021), Gordon Terwilliger and he stated he was alone (2021), Nancy Mahar and she stated she was alone (2022), Kim Bonin (2022) and she stated she was alone, Steve Solomon who stated he was alone (2023), Marianne McEnrue (2023) and she stated she was alone. Assistant Director Jo-Ann Roy was in attendance and she stated she was alone as well as Head of Youth Services Ben Coté who stated he was alone. Employee/minute taker Jennifer Vitiello was in attendance.

MEETING MINUTES

Approve minutes of February 17, 2021 meeting.

A MOTION TO APPROVE the minutes of the February 17, 2021 meeting for the Tracy Memorial Library Board of Trustees was made by Wendy Dumais and Gordon Terwilliger **SECONDED** the motion. There was no discussion, and the roll was called for approval: Nancy Mahar YES, Eula Kozma YES, Gordon Terwilliger YES, Wendy Dumais YES, Kim Bonin YES, Marianne McEnrue YES and Steve Solomon YES.

ACCEPTANCE OF CASH DONATIONS: \$175 in gifts for January and \$250 in gifts for February.

A MOTION TO ACCEPT the cash donations of \$175 in the month of January was made by Wendy Dumais and Nancy Mahar **SECONDED** the motion. There was no discussion, and the roll was called for approval: Gordon Terwilliger YES, Nancy Mahar YES, Eula Kozma YES, Wendy Dumais YES, Steve Solomon YES, Marianne McEnrue YES.

A MOTION TO ACCEPT the cash donations of \$250 in the month of February was made by Steve Solomon and Nancy Mahar **SECONDED** the motion. There was no discussion, and the roll was called for approval: Gordon Terwilliger YES, Nancy Mahar YES, Eula Kozma YES, Wendy Dumais YES, Steve Solomon YES, Marianne McEnrue YES.

A donation of \$500 gift for the purchase of books on March 10, 2021 will be applied toward the invoice for books already purchased.

COMMITTEE MEETINGS & REPORTS–Updates from the staff and Board Chair

Ben Coté reported Youth Services is as busy as ever and is considering adding another “in-person open day.” In addition, Rachel Ensign has informed of her resignation and since we are heading into the summer reading session it is imperative that the 16-hour slot is filled immediately. The job description is already prepared and there is no need to update. This will be put on the website and the Tracy Memorial Library Facebook page. Would also like to advertise in the *Intertown Record* and the *Kearsarge Shopper*. Ben requested permission of the board to hire a part-time 16-hour employee and a motion was presented and passed.

A MOTION TO HIRE a 16-hour part-time employee for the Youth Services Department was made by Marianne McEnrue and Steve Solomon **SECONDED** the motion. There was no discussion, and the roll was called for approval: Gordon Terwilliger YES, Nancy Mahar YES, Eula Kozma YES, Wendy Dumais YES, Steve Solomon YES, Marianne McEnrue YES.

Wendy asked if this hiring was also in anticipation of additional open hours to which Ben replied yes and requested from the board this permission.

A MOTION TO GRANT PERMISSION to the Youth Services Department additional hours for opening was made by Steve Solomon and Marianne McEnrue **SECONDED** the motion. There was no discussion, and the roll was called for approval: Gordon Terwilliger YES, Nancy Mahar YES, Eula Kozma YES, Wendy Dumais YES, Steve Solomon YES, Marianne McEnrue YES.

Jo-Ann Roy asked about additional hours for opening and it was decided to discuss further at the upcoming staff meeting this Monday. This particular Monday meeting has been established to get staff input about the new library director to be hired. Jo-Ann reported her Zoom presentation on the book *A Libertarian Walks into a Bear: The Utopian Plot to Liberate an American Town (and Some Bears)* by Matthew Hongoltz-Hetling was very successful with 50 attendees. About 60 people attended the in person open hours on Wednesday and it is about the same every week. Usage of Hoopla continues to rise with 10 new users last month. Most other digital resources have not had an increase in usage.

Response to COVID-19 pandemic

- One staff member has tested positive but has quarantined.
- One staff member showed symptoms of COVID when self-testing before work shift and stayed home that day.

Ben Coté reported he had been checking the generator and it is operating as should with every test.

Treasurer's Report

Nancy Mahar reported there was nothing out of the ordinary in the financials except an amount of \$9,700 for computer upgrading. The lease for the copy machine is still in effect and is still needed for office work.

Sprinkler system project

Kim Bonin shared that after the contract was reviewed by town counsel, the town administrator and the town's insurance company and it was signed with Milestone Engineering and Construction. Shop drawings for review should be ready in about 2 weeks and we are officially moving forward into the construction phase. There is a new fire inspector for the Town of New London Fire Department who inspected the library and came up with a list of things that need to be addressed. A couple of items may be affected by the sprinkler system but that is to be determined and Milestone will price any additional items that may be needed but it is too early to tell right now. Frank Lemay of Milestone Construction is still moving forward with the sprinkler company even during contract negotiations along with developing the shop drawings. After the review of the shop drawings, we are slated to begin work at the beginning of April and it is expected to take about 3 months.

Facilities Committee/Grounds Update

Wendy Dumais stated we received our annual 2-part proposal from Chippers which is separated into lawn maintenance and tree care at a cost of \$2000. This is in line with other years and Wendy suggested we should get this done. Since this is a budget item Eula asked Wendy to contact Chippers and ask them to begin.

Update regarding Garden at Tracy Memorial Library

Eula asked if the Garden at Tracy Library wanted to officially take over the gardens at the front of the building. This was never in their original contract and they do not wish to add it at this time. Nancy Mahar felt there was not enough work to hire someone, and she would take care to see that the clean-up and basic upkeep is completed. She also felt it would not be too much work for her and a few other volunteers to do.

Eula shared she had met with a previous donor/patron and he would like to fund the replacement of the information kiosk and updating the bench to memorialize both of his parents.

Open discussion

There was no discussion.

Library Director Search Committee

The committee was very pleased with the nine semifinalists that were interviewed. This group has been narrowed down to 4 candidates. The other 5 candidates have been notified that they will not be moving on at this time. Final round interviews have been scheduled with the 4 successful candidates for Monday, March 29 at 1pm. A staff session with these

candidates has been scheduled for Tuesday, March 30 and later on in the day at 5pm will be the final virtual interview at the executive session of the Board of Trustees. Feedback is welcome from the staff and staff will communicate their impressions via email to Eula before the executive session.

Eula and Steve to contact the hiring company to close the business contract and discuss the offer process for hiring the candidate. Candidates still need to be cleared on their background information provided and it was made known this is to be cleared with the town insurance company. Eula stated she has received references from two of the candidates and is waiting for references from the other two candidates. Eula informed the board to be prepared for a possible lengthy meeting of the executive committee on Tuesday evening as it is imperative to decide on a candidate.

Board members agreed to meet at 5pm on Sunday March 28 to prepare for the final interviews.

NON-PUBLIC: The Board of Trustees may enter a non-public session, if so voted, to discuss items listed under RSA 91-A:3 II (a-h).

NEXT MEETING

March 29 Final interviews, April 21, May 19, June (TBD as there will be Town Elections and Town Meeting, but we may want to meet at another time)

A MOTION TO ADJOURN THE MEETING was made by Steve Solomon. Gordon Terwilliger **SECONDED** the motion. The meeting adjourned and the roll was called for approval: Eula Kozma YES, Nancy Mahar YES, Steve Solomon YES, Gordon Terwilliger YES, Wendy Dumais YES, Marianne McEnrue YES, Kim Bonin YES

The meeting adjourned at 5:50 pm.

Respectfully submitted,

Jennifer Vitiello
Recording Secretary