

**TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES MEETING**  
**Wednesday, April 21, 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. Please join my meeting from your computer, tablet or smartphone.

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Chair Eula Kozma called the meeting to order at 5:03 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 March 24, 2021 meeting.

**A MOTION TO APPROVE** the minutes of the March 24, 2021 meeting for the Tracy Memorial Library Board of Trustees was made by Nancy Mahar and Steve Solomon **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:** gift of \$500 on April 12, 2012

**A MOTION TO ACCEPT** the cash donation of \$500 on April 12, 2012 was made by Marianne McEnrue 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, Kim Bonin YES and Marianne McEnrue YES.

**COMMITTEE MEETINGS & REPORTS**—Updates from the staff and Board Chair

**Board Chair Eula Kozma** reported that she had just attended the weekly meeting with staff representatives and staff felt a need for a second day of "in person" hours on Thursdays from 10am to 1pm. The board discussed and it was agreed that a "gatekeeper" person should be employed in the same capacity as the "gatekeeper" on Wednesday

afternoon open hours. This person would be dedicated to monitoring traffic at the front door, making sure masks are worn properly, encouraging hand sanitization, as well as monitoring time and occupancy limits. Marianne asked if volunteers are available for this job and it was reported the Wednesday slots are filled by Jo-Ann Roy from 2pm to 3pm, Nancy Mahar from 3pm to 4pm and Gordon Terwilliger comes from 4pm to 5pm. Nancy Mahar volunteered to come for 1 hour on Thursday morning and it was left to Jo-Ann to fill the other slots with staff or volunteers as needed and appropriate. The Board encouraged Jo- to open on Thursday mornings. Gordon stated it was an easy task and perhaps the job could be rotated by the circulation staff. Gordon also commented that most of the complaints were about hand sanitizing and there was not a problem with getting people to use their face masks. Jo-Ann asked about the current state policy on mask wearing and it was agreed this was not relevant as the library has created its own pandemic policy concerning masks.

**Ben Côté, Head of Youth Services** reported the help-wanted advertisement to hire an assistant for Youth Services will expire on next Friday, April 30. Ben is also going to accept volunteers to assist him with completing day to day tasks in the youth department. He hopes this will free him up to spend more time with patrons.

**Nancy Mahar, Treasurer** reported the financial status of the library has remained consistent through the months but there was an extra expense by the trustees to pay for the services for a national search for a new Library Director. Most expenses are below normal due to the COVID pandemic except for cleaning supplies costs which have gone up. A look at the Profit & Loss performance statement would indicate there doesn't appear to be an expense that would increase this year. It is expected to be below budget this year. Last year this budget excess was returned to the town. Perhaps this year the excess will be used for something else. Steve Solomon requested a consolidated projection of monies by May/June or before the end of the fiscal year. This will give the Board time to decide what to do with any excess monies. Nancy stated she would ask the bookkeeper Patsy for this information.

**Kim Bonin reported on the sprinkler system project:**

Kim reported that a walkthrough with the contractor was completed on Tuesday morning. Kim had spoken with Frank Anzalone had discovered the original project engineer Todd Sullivan has left the construction firm. SFC Engineering have replaced him with project engineer George Von Roth. George is in the process of approving the shop drawings so that work with Frank Lemay can begin and a start date can be agreed upon. Frank Anzalone recently spoke with George and within the next day or two we expect to have sign off on the small revisions that were made during the walk thru. After that, we are waiting for Frank to return from vacation so that a start date can be scheduled.

**Update regarding Garden at Tracy Memorial Library:**

Eula stated she has met with several members of the Garden at Tracy Memorial Library group to make them aware of the construction just in case it might impact them. She welcomed the opportunity to meet this group since she did not know many of them. Additionally, Eula reported that she connected the Garden group with a donor who was interested in paying to replace the Garden information kiosk, a project the Garden had already been planning to undertake. Currently the donor's father is listed on a plaque/bench elsewhere in the Garden, but since the donor's mother passed away recently, he would like to update to include her name on that plaque and make an additional gift.

**Open discussion:**

There were no new items for discussion.

**Library Director Search Committee:**

Eula went on to give an update on the search for a new Library Director. Crystal Schimpf was offered the position and she has accepted. Eula said she is in possession of a signed offer letter from Crystal. She and Steve Solomon have been working with the law firm that represents the town to review and finalize the employment contract. Once it has been reviewed and approved it will be signed by Crystal and Eula. Crystal and Eula have initiated the background search process and Crystal has been fingerprinted and mailed that document to New London from her current residence in Colorado. These will arrive at the Library so please be on the lookout for. A start date no later than June 7 was agreed upon with the possibility of starting the week before. Crystal does not need any assistance with finding a place to live and the Library has agreed to provide a relocation expense of \$5,000. Crystal also disclosed she is very involved with several professional associations such as the American Library Association. She disclosed a complete list. The Board felt that she should continue her work with those groups, but that she may want to become involved with some regional and local organizations in the course of her work with Tracy Memoria Library. Jo-Ann Roy will notify the staff of the new director once the contract has been signed. Marianne publicly thanked Eula for all the work she had done to get this accomplished.

**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**

- May 19<sup>th</sup>
- June TBD because of Town Meeting and Crystal's start date

**A MOTION TO ADJOURN THE MEETING** was made by Gordon Terwilliger. Marianne McEnrue **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