

**TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES  
MEETING MINUTES**

**Wednesday, June 16, 2021, at 5:00 pm**

**ACKNOWLEDGEMENT OF INCOMING & OUTGOING BOARD MEMBERS**

Outgoing trustees Wendy Dumais and Gordon Terwilliger were thanked, and a book was donated to the library collection in each of their names. The book *How to Write a Mystery: A Handbook from Mystery Writers of America* was added to the collection in honor of Wendy. The book *Americanon: An Unexpected U.S. History in Thirteen Bestselling Books* by Jess McHugh was added to the collection in honor of Gordon. A book plate was pasted in each book with a description of their service.

Incoming trustees Sara Scheuch and Sherry Williams were welcomed.

Chair Eula Kozma called the meeting to order at 5:01 pm.

Present: Eula Kozma (Chair 2021), Nancy Mahar (2022), Kim Bonin (2022), Steve Solomon (2023), Marianne McEnrue (2023), Sara Scheuch (2024) and Sherry Williams (2024)  
Director Crystal Schimpf and Assistant Director Jo-Ann Roy were in attendance as well as employee/minute taker Jennifer Vitiello.

**ELECTION OF OFFICERS, COMMITTEE ASSIGNMENTS, & LIAISONS**

- Eula Kozma volunteered to stay on in the position of Chair.
- Nancy Mahar agreed to carry on as the Treasurer.
- Kim Bonin volunteered to take on the position of Secretary/Vice Chair.
- Nancy Mahar agreed to stay on the Budget Committee. She is joined by Sara Scheuch
- Kim Bonin volunteered to stay on the Facilities Committee. She is joined by Steve Solomon.
- Marianne McEnrue agreed to stay on the Personnel & Policy Committee. She is joined by Sherry Williams.
- Nancy Mahar agreed to stay on as Liaison to the Garden.
- Marianne McEnroe volunteered as Liaison to the Friends.

**A MOTION TO APPROVE** the election of Eula Kozma as Chair, Nancy Mahar as Treasurer, Kim Bonin as Secretary/Vice Chair and appoint Nancy Mahar and Sara Scheuch to the Budget Committee, Kim Bonin and Steve Solomon to the Facilities Committee, Marianne McEnrue and Sherry Williams to the Personnel & Policy Committee, Nancy Mahar as Liaison to the Tracy Memorial Garden Committee and Marianne McEnrue as Liaison to the Friends of Tracy Memorial Library was made by Marianne McEnrue and **SECONDED** by Steve Solomon. There was no discussion and the motion passed **UNANIMOUSLY**.

## **MEETING MINUTES**

**A MOTION TO APPROVE** the minutes of the May 19, 2021 meeting for the Tracy Memorial Library Board of Trustees was made by Marianne McEnrue and Steve Solomon **SECONDED** the motion. There was no discussion motion passed **UNANIMOUSLY**.

## **ACCEPTANCE OF CASH DONATIONS**

**A MOTION TO ACCEPT** the cash donation of \$120 for the month of June 2021 was made by Sara Scheuch and Sherry Williams **SECONDED** the motion. There was no discussion and the motion passed **UNANIMOUSLY**.

## **COMMITTEE MEETINGS & REPORTS**

### **Director's Report:**

Director Crystal Schimpf stated she would have liked to send the report sooner and since, perhaps many did not have time to read. She thanked the board for giving her some grace in determining what should be included in the report and so far, she has had very full days at the library. Since there would not be enough time to cover everything in the report, it was decided to focus on specific topics that Crystal would like the trustees to weigh in on.

- The second section on the first page of the report is about the American Rescue Plan Act (ARPA) funds. These are federal funds that have come to New Hampshire state and are then being distributed to all publicly financed libraries in the state. Every library in New Hampshire is being required to apply for these funds. Our allotment is \$1,454.00 and even though we have enough money, if we return this federal money, it sends a message that we do not need it. The first round is noncompetitive, and each library gets money based on their per capita. With this money Crystal intends to fund two sets of electronic resources. One that we currently do not subscribe to and another that is no longer going to be cost free to us. One element of the application is that we need an authorized signer. The state library has recommended "that the board move to authorize the library director to be the administrator of any ARPA funds granted through ILMS and the New Hampshire State Library. This will also cover any future ARPA funds that are distributed. When asked to identify the two electronic resources Crystal stated it was the EPSCO package which includes our business databases and ConsumerReports.org which is the web interface of Consumer Reports. Jo-Ann Roy has done the work to identify these resources as things that would benefit our library users. The cost for these resources is \$1285 and \$804 and the rest will come out of operating expenses.

**A MOTION TO AUTHORIZE** the Library Director Crystal Schimpf to be the administrator of the American Rescue Plan Act (ARPA) funds was made by Steve

Solomon. The **MOTION WAS SECONDED** by Kim Bonin. There was no discussion motion passed **UNANIMOUSLY**.

Crystal asked for questions before moving on to the next item on the agenda

- Marianne McEnrue stated she was very interested in making sure that the data drives decisions to be made including hours and staffing. We may not discuss these today, but they should be on the agenda very soon. Crystal responded that she is also a very data driven decision maker.
- Eula asked Crystal how her first two weeks of onboarding was going and Crystal replied it has been very busy in many ways but many times she must prioritize as there is so much to do. She stated she needed to be responsive and flexible to whatever is coming up in a particular moment. She complemented staff on being supportive and credited Jo-Ann in both giving as much information as can be digested and knowing when we have a situation we can't address. Prioritization is a daily and sometimes hourly activity.
- Sara Scheuch asked for a definition of unique borrowers versus online resources.
- Youth Services has hired library assistant Lindsey Walker who is from Sutton. The library is waiting on her background check to be cleared.
- Steve wanted to talk about the hiring process and Crystal said she followed what had been done in the past. The library director oversees the employees and the board oversees the director. She stated she hoped the library board would trust her to follow in this tradition. Discussion on this point is possible in the future.

### **Restoration of Library Services (COVID-19 Pandemic Response)**

Crystal directed the trustees to find detailed information documented in the last page of the director's report and outlined where we are at this point. She sat down with all 11 current staff members and got their feedback and what she heard from them is to allow for a gradual restoration of services. We started by taking down the plastic around the circulation desk and working to reduce quarantine. This Friday we will start tackling changes to our greeter process to make that more welcoming. We are taking a few items each week to work on. Since the plastic has been taken down it is different to no longer have a barrier that has been there for many months. New people are coming back or returning for the summer. We are looking to open more hours. We are currently open for 21 hours per week on the main floor; 12 of those are for walk through and 9 are for porch pick up. Youth Services is currently by appointment only for 28 hours a week. We have only 1 evening hour and 3 weekend hours which are both porch pick up at this point. Crystal hope to add more hours in early July but also to overlap the services in July so that we have all our services available during the hours we are open. To do that there are several stages of changes that we need to modify each week. There is some concern about the amount of time we are open when working people are not working but we also must balance that with our staffing issues right now and the number of hours we have circulation people available to work. It is not as easy as just flipping a switch. Crystal is working with the management

team of Missy, Jo-Ann and Ben on a weekly basis now to talk about how that might happen and then plan on a soft opening.

**Questions:**

- Sara Scheuch asked if staffing was available to open all hours. Crystal replied generally we use three people on porch pick up days so there are two people at the circulation desk and one greeter. Additionally, some of the staff have already planned their summer vacations and it is going to take more time/staff to cover these vacations.
- Sherry Williams asked about the role of the greeter and was told the greeter is also a welcomer who checks for mask compliance, hand washing and monitors time limits.
- Eula Kozma asked if the board was needed to change these rules/decisions. Crystal asked for the trust of the board to make the decisions. Eula reminded the trustees that at a time there was no library director, the board was making decisions that ordinarily would be left to the director.
- Marianne McEnrue offered to have an additional trustee meeting if Crystal felt it helpful. Marianne also asked for more advertising on the current open hours that would be more effective. Jo-Ann Roy asked for suggestions and named the various publications where the information was advertised. It was suggested to spend more money and add some color to the ads.
- Sherry Williams asked if all staff members were vaccinated but this information is not available, and employees are protected by the HIPAA law which guarantees patient and medical privacy.
- Eula stated much will be gained when the plastic curtain comes down and the greeter at the door disappears. This will give everyone a little of sense of normalcy.
- In summary, Crystal stated she will be welcoming some customer service approaches that might be helpful. She stated we are doing that on a one-on-one basis now, but we'll do a more concerted effort with talking points next week. Another thing that she has offered to the staff is that they can say the new library director is working on the plan to bring back services and if customers would like to speak with her, they may do so. It takes some of that burden off staff. This approach hasn't really been used yet. In making the decision to still wear masks, Crystal stated that after looking at our counterparts such as the school, the senior center and Town

Hall, there is a higher level of responsibility to the community and for that reason masks will still be required.

### **Treasurer's Report**

Nancy Mahar reported that the library expenses are still low and there is plenty of money. At some point we will have to discuss what to do with this money. We are in excess of what we would normally have at this time of year. Crystal explained there was a balance brought over from June 2020 that was \$34,335.11. There is a net income left over for this year of \$79,433.03. There is a portion of this that does not come from town appropriations but from trust fund income and a few other sources. Now that Crystal is onboard, she pointed out several equipment pieces that will be purchased such as book carts and a display for the library projector to check out. We do have the ability to spend this money on equipment that is needed and can do that before the end of this fiscal year. These expenses are justifiable and have been put off for a while. It was noted that all expenses had been approved at the March 2020 Town Meeting just days before the pandemic shut everything down.

Steve Solomon asked for a figure of how much money is available to spend and if any of that money should be reserved for sprinkler project overage expenses. Sara Scheuch thought it prudent to reserve some money for the sprinkler project.

Marianne McEnrue added that there may be an expectation from the town that some of the funds will be returned to the town as was done last year. She also noted that less money was being spent on periodicals and more money was being spent on books than was budgeted. This seems totally practical since patrons have not been allowed to sit in the library and read the periodicals. Jo-Ann added that many of the periodicals have gone out of business.

Additionally, Crystal Schimpf needs to be added as a cosigner on the checks as well as the person on the budget committee who is Sara Scheuch. Normally Nancy is allowed to sign checks up to \$5,000. Crystal, Sara and Nancy will go to Bar Harbor Bank and Mascoma Bank with these minutes stating a motion of approval (below) to add these signatories.

**A MOTION WAS MADE** by Marianne McEnrue to add Crystal Schimpf and Sara Scheuch as signatories on checks written at Bar Harbor Bank and Mascoma Bank. The **MOTION WAS SECONDED** by Steve Solomon. The motion passed **UNANIMOUSLY**.

### **Sprinkler System Project**

Kim Bonin stated there was not a lot to report but we need to keep in mind the contingencies that have come up such as an additional attic space that was discovered during the initial installation and the fire inspectors report which was generated after the budget was established for the sprinkler system. These will need to be paid for and the contractor is currently pricing. However, in conversations with the general contractor, he is also looking for areas of savings. We do not know how far we are into the total budget because it is still early in the process, and we still need some pricing to be done. When asked what a reasonable percent of cost would be overrun Kim replied 10%. The construction company has already started working with New London Architect Frank Anzelone who is representing and overseeing the library project. As has been stated in the past, Frank is very familiar with the library building and its peculiarities. Frank has submitted and been paid on three invoices by Nancy Mahar. Kim asked that all invoices be sent to her for approval in the future.

There is a sprinkler construction meeting Tuesday morning, June 22 at 8:00 AM for Frank Anzalone and Crystal Schimpf to talk about the sprinkler construction project. Kim cannot attend but Steve Solomon to attend in her place.

When asked about the estimated time of completion, Kim replied it was to be 3 months initially however given additional work and the fire inspectors report this target is probably not reasonable. Crystal added for the most part the crew has been good about cleaning up after themselves and consolidating their equipment to one area.

#### **Facilities Committee/Grounds Update**

Although the Garden at the Tracy Library has stated they do not want to maintain the front of the building it is looking very nice thanks to the efforts of Sally Dean (head gardener) and Trustee Nancy Mahar. Sally was given a gift certificate to show appreciation for all her work.

#### **Personnel Committee/Hiring Update**

Eula asked that the Personnel and Policy Committee should plan to review our hiring process and relevant documents during their work this year and make recommendations to the Board.

#### **Open Discussion**

Eula explained to new trustee members that this section was added quite recently to cover things that were not on the agenda but may need some attention.

#### **OLD BUSINESS**

##### **New Director Meet & Greet**

Crystal stated she would like an event to introduce her to the town. She was introduced at the Town Meeting on June 9 at the New London Historical Society which was attended by

several hundred people. It was suggested that the garden would be a great place at the beginning of July.

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 (ah).

**NEXT MEETING**

Originally planned for Wednesday, July 21 at 5pm

RESCHEDULED to Wednesday, July 14 at 5pm

Future meetings will be on 3<sup>rd</sup> Wednesday of the month at 5pm

**A MOTION TO ADJOURN** the meeting was made by Marianne McEnrue. Steve Solomon **SECONDED** the motion. The meeting adjourned at 6:18pm. There was no discussion motion passed **UNANIMOUSLY**.

Respectfully submitted,  
Jennifer Vitiello  
Recording Secretary