

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

Wednesday, July 14, 2021 at 5:00 pm

Chair Eula Kozma called the meeting to order at 5:00 pm.

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

MEETING MINUTES

A MOTION TO APPROVE the minutes of the June 16, 2021 meeting for the Tracy Memorial Library Board of Trustees was made by Steve Solomon and Sara Scheuch **SECONDED** the motion. There was no discussion and the motion passed **UNANIMOUSLY**.

ACCEPTANCE OF CASH DONATIONS

There were no cash donations for the previous month.

COMMITTEE MEETINGS & REPORTS

Director's Report – Director Crystal Schimpf emailed her report to trustees ahead of the meeting and asked for comments.

- Marianne McEnrue commented that the library was being challenged with all the water leaks and this has not been the first time. Trustees joked that this time the water was coming from above and not from underneath the building.
- Marianne also liked the idea of dedicated marketing funds and the idea of “beefing it up.”
- There was also comment about the automatic emergency phone 911 dial in system located in the elevator that in the past has gone off as many as 100 times per hour. This is the state 911 system, and this pulls necessary resources away from actual emergency response. Staff are not aware this is happening until emergency personnel arrive. The issue has resurfaced, with just a single call going out. This does not seem to be a problem when things have dried up and it was agreed a diagnostic test would be in order.
- Sherry asked if the age of the roof was in question and Eula responded it was redone in the 90s and this is the flat part of the roof that meets the other portion.
- Sara commented that the walk-through was very busy, and she was happy to read in the stats that 608 people had walked through the door and this was before the advertisement.
- Marianne thought the color advertisements were very good.
- Sherry also commented she liked the red, white and blue OPEN flag in the front of the library.
- Crystal explained that the library is still waiting for the background check on the youth assistant applicant but fears after such a long wait she may not be available for the job. This is a result of some very unusual circumstances and Crystal has learned that the background check could have probably been completed if the paperwork was physically taken to the Concord offices. Crystal stated she was considering having the new employee working behind the scenes with no direct contact with patrons, but Marianne and Steve did not think this a good idea. It was decided to start the background check process over again and walk it to the applicable office in Concord for approval.
- Crystal stated this is a good time to get all the building issues in the capital improvement projects list.

Restoration of Library Services (COVID-19 Pandemic Response)

- The library had 721 visitors in June, either for walk-through service or youth services by appointment. Walk-through and porch pick up are at the same time now so the circulation staffing is up to four people. Crystal said we will not get a clear count if the greeter leaves their station as the automatic door counter get everyone who comes through the door including construction workers and bathroom users. We will keep three staff on through the summer and are looking at what to do in the fall.
- Unique borrowers in June have grown to just over half (51.9%) of pre-pandemic times.
- Circulation has increased to 58% of pre-pandemic times, with a sizeable increase in June.
- Use of online downloadable resources continues to hold steady and shows an increase in circulation of 13.7% over pre-pandemic times.
- Visitors on June 21 were 608 on the main floor and 113 on the youth floor for a total of 721.

Marianne asked for clarification of the current open hours and Crystal gave a detailed list as follows:

- Main floor has increased open hours to 30 hours per week (18 walk-through, 30 porch-pickup, 30 youth services by appointment)
- Porch pickup now occurs during the open hours
- Hours include only 3 evening (Tuesday-Wednesday-Thursday) & 3 weekend (Saturday)
- These hours are temporary, in response to both the pandemic recovery efforts and the construction project
- Hours are more consistent, to aid in communication
- No further changes to hours are planned until September due to construction

Eula asked how the staff was faring during all these changes and Crystal replied that it has been a team effort to strategically place buckets to catch the water. Crystal emphasized that staff was amazing during some difficult circumstances. Today was the first day without a mask requirement and patrons were very happy. Staff also commented it was nice to see familiar faces again.

Steve asked if Crystal was going to apply for the ARPA grant (The American Rescue Plan Act of 2021) and she replied that the information had just been received and she did not have a chance to look at it, but she emphasized that this grant will prioritize libraries that are working collaboratively with other organizations first and that all the money will first go to applications that successfully address some type of partnership whether that's with a community organization or other library systems.

Treasurer's Report

Treasurer Nancy Mahar stated the June report has not been finalized as all the bills have not come in. The library has spent approximately \$34,000 in equipment and other expenditures. The payroll is down since we did not have a director for a few months and not as many staff were coming to work. Patsy, Crystal, and Nancy will discuss where to put the excess dollars. It was also noted that the town is not aware there is excess money. Nancy commented that a discussion is underway as to what to do with the excess money. Crystal followed up with some projections and said at this point the checking balance is just under \$123,000 and just under \$36,864 of that is a reserve amount that was carried over from FY2020. The remaining balance from FY2021 income is \$85,734. We do have some outstanding expenses for this year, and we are waiting on invoices. We anticipate that might be as much as \$34,000 which includes our insurance and audit. There are a few other larger things plus quite a few small things so the adjusted

FY2021 net income is projected to be around \$51,000. Assuming that our spending priority would be to expend public funds first and then private funds of \$19,647; this would leave roughly \$31,000 in net income from public funds. This is the projected amount that we would need to return to the town. In her research, Crystal came across a law in our statute that says that any appropriated funds at the end of the year must be returned to the general fund unless it meets certain exceptions. She called attention to the second exception listed in "Section 32: Lapse of Appropriations. – which is that the amount could be legally placed in any non-lapsing fund properly created pursuant to statute including but not limited to a capital reserve fund or a town created trust fund..." Each year the warrant articles for the appropriation can include an exception that would allow it to not lapse for up to five years. This must be put to the voters at the point at which the funds are appropriated at the town meeting. That has not been done. Crystal opined that the next steps would be for the board to agree to ask to put the lapsed appropriation in the capital reserve fund because there are many capital expenses on the horizon. It would be very helpful for the library to have it in the capital reserve. This would require talking to Kim Hallquist and the town attorney to understand if this is legal. Crystal wanted to talk to the trustees before doing that and seek a recommendation. Crystal added that before taking any questions the library is looking to update the bookkeeping practices so that we are tracking our expenditures by the funding source. Marianne asked how the \$31,000 that gets added to the capital reserve would impact the plan for the current capital reserve funds which are dedicated to the sprinkler project and other contingencies? Crystal explained it would be better to deal with the roof in the current fiscal year, but the roof was not in our previous plan. This might make some funds available without impacting other long-term plans.

Sprinkler System Project

Marianne asked for a sprinkler project update for the community on a regular basis. Crystal said she itemized this in her welcome letter to the community. Kim Bonin reported that she met with the facilities committee including the fire department and was informed we do not need sprinkler heads in the elevator shafts. This would have cost about \$60,000. Kim went on to inform that Milestone will complete the project by the end of August or the beginning of September. The team that is in place has been fabulous. The attic has been completed and leaks are not impacting the sprinkler progress. The stacks room and the AV room are complete. Crystal observed when the 12-to-16-inch hole was drilled into the foundation to connect to the water line. The board room will be next followed by the reading room. Frank has asked Milestone to preserve the architectural accents as much as possible.

It was decided as far as the asphalt work in the front of building to just do patching. This will be looked at in 2026. The roof will take priority now.

Facilities Committee/Grounds

There is no update, aside from what has been addressed in other agenda items.

Friends of the Library Update

There is no update, but they have sent out a fundraising appeal letter and many envelopes have been returned to the library. Kim Bonin commented it was difficult to use the online function to contribute.

The Garden at Tracy Memorial Library Update

Nancy commented there was no new business, but that Crystal had met with the committee to introduce herself. They will not have a garden party this year, but they have produced a nice video that is available on their website. They asked the library to feature the video on the library website.

Open Discussion

There was some discussion of the history and future for the wall in front of the library. Eula informed the trustees and said she would speak to the new art teacher at the school when the library is ready to address this.

NEW BUSINESS

Capital Improvement Planning FY2022-FY2033

Crystal shared copies of the ballpark cost estimate for Capital Improvement Projects with trustees. This document is due at Town Hall this Friday. Crystal explained this 10-year plan is being done to inform the Town of library long term planning. Even though the library does function autonomously from town government we're still a part of that process. These figures have been pulled from the years past. This is revisited each year and updated. This tracking document considers what's being added each year into the appropriation for the reserve. If it were to be approved that would influence our ability to pay. This includes the \$31,000 excess that was thought should be returned to the town. This also includes a \$40,000 appropriation for the next 6 years and then beginning in FY2029 a \$45,000 appropriation. This leaves some reserves left in most years and this includes expenditures larger than \$10,000 that would otherwise not be included as repairs in our regular budget. We have \$25,000 just for repairs of smaller things. It also does not consider any other funds that we might have been raised through donations. A few things have been switched around after meeting with the Facilities Committee yesterday based on the roof condition. In addition, all the numbers have been bumped up a little bit knowing that things get more expensive every year.

Crystal explained that a list a ballpark cost estimates for capital improvement projects FY 2022 through FY2032 is due this Friday. This spreadsheet of planned expenses will make the money available for the roof fund which was not considered in the construction plan. Marianne asked where the money will come from, and Eula explained that we would have to cut other capital improvements such as the bathrooms remodel and the staff room although the bond for the sprinkler system was approved at March 2020 Town Meeting.

The current capital reserve fund is \$123,000. Every year this is added to. This is a 10-year plan, and it should be as specific as possible. Eula noted that a full roof replacement has never been done and the sprinkler project came quickly and became a necessity. Steve asked that concerning the roof issue, the entire roof should be looked at so that we have a proposal to cover the entire roof. He stated the need for an engineering analysis to inspect the entire roof. The facilities committee discussed this yesterday and Frank Anzelone asked that Frank Lamar (general contractor) to look at costs for a partial replacement of the roof. The leak is happening where this building joins the old building in the space that is between this wall and the elevator. In the vestibule there are two trash cans and that is where it's leaking through to the first floor. It is also in the air duct closet that is behind the elevator on the second floor.

FY2022 Fee Schedule

Crystal distributed the library fee schedule and explained that it is on the plan to approve in June of each year, but we missed it last month for the new fiscal year. She knows that the overdue fines have been removed but did not see it reflected on a fee schedule. She included some statements about our process indicating that we still need materials returned or they will be marked lost.

There are no changes to copier machine fees or computer printer fees but a change for the replacement library card fee which was previously \$5. This seems excessive and discourages people from getting a replacement card; \$1 covers the cost of the card and seems to be a nice courtesy just to encourage people to replace. The other thing which has been left off is a reinstatement fee which Crystal recommends we remove. In the past, if you had overdue fines, lost a book or damaged a book you also had to pay an additional \$25 to get your card reinstated. We already ask people to pay retail price for the item plus \$5 if they lose it. We don't have fines anymore so it would only be for those lost items. It was noted that the no-fine policy has not been made public yet. Marianne brought up the non-resident fee and would like it discussed in the future. Nancy said this charge generates about \$5000 a year.

A MOTION TO AMMEND the Tracy Memorial Library Fee Schedule to drop overdue fines, drop the reinstatement fee and change the replacement card fee to \$1 was made by Marianne McEnrue and Sherry Williams **SECONDED** the motion. There was no discussion and the motion passed **UNANIMOUSLY**.

OLD BUSINESS

New Director Meet & Greet

Crystal asked to put off until September 22.

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 MEETINGS

August 18, September 15, 5pm (3rd Wednesday)

A MOTION TO ADJOURN the meeting was made by Nancy Mahar. Marianne McEnrue **SECONDED** the motion. The meeting adjourned at 6:24pm. There was no discussion and the motion passed **UNANIMOUSLY**.

Respectfully submitted,
Jennifer Vitiello
Recording Secretary