

## TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES

### MEETING MINUTES

Wednesday, August 18, 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 minute taker Linda Jackman.

### MEETING MINUTES

**A MOTION TO APPROVE** the minutes of the March 31, 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 and the motion passed **UNANIMOUSLY**.

**A MOTION TO APPROVE** the minutes of the July 14, 2021 meeting for the Tracy Memorial Library Board of Trustees was made by Sherry Williams and Sara Scheuch **SECONDED** the motion. There was a minor change to the date in the header and the motion passed

### 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. (Report attached)

- Sherry Williams was curious about the Citizens Advisory comments.
- Marianne McEnrue wanted to know how we could promote the National Book Bike Week more: perhaps in the newsletter or on the library home page.
- Staffing going well, have enough coverage as of now, getting quite busy especially Saturdays. Marianne asked how do you determine how much staff is needed, Crystal answered that there is enough as of now.
- Library cards that have expired are being updated in person, about 200 a week.
- Porch pick up goes up and down, most use is when library is closed.

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

- Increase in all general services, (see chart/notes in Directors report)
- Marianne questioned the temporary schedule, Sara said this may be the best time to look at the hours, Crystal said as of now, it is doable.
- Did update the mask policy and the guidelines to the staff to strongly recommend mask-wearing, regardless of vaccination status.
- Basically put the restoration of library services on “pause”
- A newsletter from the library went out in August and another is scheduled for September.

### Treasurer's Report

Nancy Mahar finalized June, underspent in some areas, able to get new equipment, office supplies and computer maintenance. Cleaning is a big expense, it used to be paid by the Town Office and taken out of a different account. Sherry Williams asked what the Trustee expense was and it was explained as the search for a new Director. Discussion followed about when funds are moved from the library to the Town, as well as discussion on the balance sheet.

**A MOTION** was made to return the lapsed appropriation (FY2021) (\$44,037.20) to the Town of New London by Sara Scheuch. Marianne McEnrue **SECONDED** the motion. There was no discussion and the motion passed **UNANIMOUSLY**.

### **Facilities Committee/Grounds Sprinkler System Project**

- Kim Bonin provided a general update from the Facilities committee and reported on the ongoing sprinkler project. She reminded everyone the Facilities committee has been meeting every other Tuesday.
- Everything is going well and she is hoping the sprinkler project will be done in September. Work on the circulation area is scheduled next and the children's area will be last. The children's area will be challenging.
- It was mentioned that some challenges have popped up during the process such as the realization the building has two layers of foundation and a hidden chimney! A few areas
- of pricing will depend on fire department inspection.

### **The Garden at Tracy Memorial Library Update**

Everything is blooming and beautiful! An award from the Garden Club was received. A large tree was removed and after the stump is ground a lilac tree will be planted.

### **Open Discussion**

- Sherry Williams asked if there is a set of by-laws, Crystal replied that it is included in the library policy manual. The mission statement can be found at the beginning of the library policy. Eula reported that the Trustees do some strategic planning work every year, but this has been on hold since April 2020.
- There was some discussion about meeting as a committee to update the library policy manual and by laws. Crystal will look for some samples to refer to and wants to be included in the process.

### **NEW BUSINESS**

#### **Roof Repairs**

Crystal received two proposals, both companies are eager to work on this project. The library will have to go to the Board of Selectmen once the board chooses a proposal to move forward with.

#### **Elevator Repairs**

An emergency repair was made to the elevator due to a hydraulic fluid leak. It may be covered by insurance.

**A MOTION** was made by Marianne McEnrue, and **SECONDED** by Steve Solomon to approve the cost related to the elevator repair up to \$4514.18. There was no discussion and the motion passed **UNANIMOUSLY**.

#### **Acceptance of Resignation**

Jennifer Vitiello resigned from the library as of July 29, 2021.

**A MOTION** was made by Sherry Williams, and **SECONDED** by Sara Scheuch to accept the resignation of Jennifer Vitiello. There was no discussion and the motion passed **UNANIMOUSLY**.

**OLD BUSINESS**

**New Director Meet & Greet**

- September 22, 2021 –outdoors, perhaps more of a celebration.

**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**

September 15, 2021, 5pm (3rd Wednesday)

**A MOTION TO ADJOURN** the meeting was made by Marianne McEnrue, Nancy Mahar **SECONDED** the motion. The meeting adjourned at 6:43 pm. There was no discussion and the motion passed **UNANIMOUSLY**.

Respectfully submitted,  
Linda Jackman  
Recording Secretary