

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday,
September 15, 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), Marianne McEnrue (2023), Sara Scheuch (2024) and Sherry Williams (2024). Library Director Crystal Schimpf was in attendance as well as minute taker Linda Jackman.

Absent: Kim Bonin (2022), Steve Solomon (2023),

MEETING MINUTES

A MOTION TO APPROVE the minutes of the August 18, 2021 meeting for the Tracy Memorial Library Board of Trustees was made by Nancy Mahar and Marianne McEnrue **SECONDED** the motion. There was no discussion and the motion passed **UNANIMOUSLY**.

ACCEPTANCE OF DONATIONS

A MOTION TO APPROVE the cash donations of \$150.00 was made by Sherry Williams and Nancy Mahar **SECONDED** the motion. There was no discussion and the motion passed **UNANIMOUSLY**.

A MOTION TO APPROVE the unique donation of an oil painting and a pastel drawing was made by Sara Scheuch and Sherry Williams **SECONDED** the motion. The motion passed **UNANIMOUSLY**.

COMMITTEE MEETINGS & REPORTS

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

- Some discussion about the denied insurance claim for the elevator.
- Staff development day was very well received.
- Tuesdays and Wednesdays the Library is busy and often reaches visitor capacity.

Restoration of Library Services (COVID-19 Pandemic Response)

- Increase in all general services, (see chart/notes in Directors report)

Treasurer's Report

- \$44,037 was returned to the town. It goes into the Town's Fund Balance account.
- An update was provided on end of year net income and checking account balances.
- Crystal mentioned that the treasurer will now be doing quarterly reports.

A MOTION was made to accept the treasurer's report for FY2021 by Sara Scheuch, Marianne McEnrue **SECONDED** the motion. The motion passed **UNANIMOUSLY**.

Facilities Committee/Grounds Sprinkler System Project

- Completion is being delayed until the second week of October. During the pressure testing a small leak was discovered. The ceiling tiles, painting and some electrical items are in the works. Expenses have been more than expected. Crystal stated that we will be using more of the contingency than expected, and provided an update on project expenditures to date.

The Friends of Tracy Memorial Library Update

- Marianne McEnrue and Crystal Schimpf attended their meeting.
- The Friends had some changes in their board membership.
- Crystal is looking into lockers for porch pick up. She stated that the Friends have a special budget for this type of thing and they also receive donations.
- The Friends are contemplating special author events.
- They are participating in the End of Summer celebration scheduled for 9/22/21 from 4:00 – 6:00

OLD BUSINESS

Roof Repairs

- The facility committee met and recommends Weather Check.
- Sara Scheuch wanted to know if this repair will work well with existing roof. Crystal responded that Weather Check did not see any immediate need to replace the remaining area of that roof face, and that it would work against any future repairs.
- Weather Check owner stated that they stand behind their work.
- Crystal stated provided an update on the Library Building Maintenance Fund, including how much is encumbered by the Sprinkler Project, and how much is available.

A MOTION was made by Sara Scheuch, and **SECONDED** by Nancy Mahar to accept Weather Check as the contractor to repair the roof as indicated in the proposal dated 8/2/2021. The motion passed **UNANIMOUSLY**.

A MOTION was made by Marianne McEnrue, and **SECONDED** by Nancy Mahar to request \$15,000 from the Capital Reserve account to cover the cost of Weather Check to repair the roof. The motion passed **UNANIMOUSLY**

New Director Meet & Greet/End of Summer Celebration

- September 22, 2021 – 4:00 – 6:00 in the Garden at Tracy Library. Three groups are working together to set this up. The Library, the Friends of Tracy Library and the Library Garden Club.

ARPA Grant Funds (American Rescue Plan Association)

A MOTION was made by Sherry Williams, and **SECONDED** by Marianne McEnrue to accept \$1,454 in unanticipated funds from ARPA. The motion passed **UNANIMOUSLY**

NEW BUSINESS

Budget

- Look at preliminary budget for FY2023
- Budget Committee (FY2023) met last week.
- Seeks increase in Town Appropriation of 4% over last year.
- Includes offset through the Library's cash reserve from earned income.
- Increase in personnel costs of 11%.
- Increase in programming is due to an addition of a marketing and promotions budget of \$4,000.
- Increase in Trustee's budget of \$10,000 due to strategic plan process.
- Overall increase of 12% in bottom line.
- Sherry asked about the periodicals budget going down due to electronic availability. Quite a few were not renewed due to the pandemic.
- Marianne asked Crystal about staffing and requested more information on this line item in regards to making some internal personnel changes.
- Budget is due to the Town Administrator on Friday, 9/17/21.

A MOTION was made by Sara Scheuch, and **SECONDED** by Marianne McEnrue to accept the FY2023 budget, in the amount of \$667,681 to be submitted to the Town Administrator. The motion passed **UNANIMOUSLY**

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

October 20, 2021, 5pm

A MOTION TO ADJOURN the meeting was made by Marianne McEnrue, Nancy Mahar **SECONDED** the motion. The meeting adjourned at 6:45 pm. There was no discussion and the motion passed **UNANIMOUSLY**.

Respectfully submitted,
Linda Jackman
Recording Secretary