TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday,
October 20, 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), Kim Bonin (2022) and Sherry Williams (2024)
Absent: Steve Solomon (2023), Sara Scheuch (2024)

Director Crystal Schimpf was in attendance as well as minute taker Linda Jackman.

MEETING MINUTES

A MOTION TO APPROVE the minutes of the September 15, 2021 meeting for the Tracy Memorial Library Board of Trustees was made by Nancy Mahar and Kim Bonin SECONDED the motion. There was no discussion and the motion passed UNANIMOUSLY.

ACCEPTANCE OF DONATIONS

A MOTION TO APPROVE the cash donation of $25.00 was made by Sherry Williams and Nancy Mahar SECONDED the motion. There was no discussion and 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)
- Need to have Crystal’s 6-month performance review at the November meeting.
- Challenging to communicate how much work Crystal does in a month.
- Circulation is up.
- Crystal joined the Kearsarge Community Network meeting
- On line resources – new catalog – will be able to pull all versions of books into the same record. Thank you to Jo-Ann for all the work and Friends for covering the fee for the implementation and first year.
- Youth services had their last outdoor story time hoping to look into virtual story times for the winter.
- Crystal enjoyed the NELA (New England Library Association) conference she attended, where she met several other library directors and discussed library leadership and administration topics.
- Discussion on unique borrowers – physical use versus online resource use tracked separately.

Restoration of Library Services (COVID-19 Pandemic Response)
- Surge of Covid across NH, and in the 7 Kearsarge school district towns
- Increase in hours has been going very well, capacity is at 20, stopped having the circulation desk people count the patrons, using the electronic counter now.
- Daily newspapers are available again.
- The upstairs is still not available for patron use as of yet.

Treasurer’s Report
- Payroll was 3 times in September, resulting in higher wages for this quarter.
• On budget with expenses and supplies.
• Computer maintenance is a one-time yearly fee.
• The electric bill is up – Crystal is looking into it.
• Trust fund amount that is received from the town fluctuates.
• Dues and Travel amount seems high, it is a matter of timing, some are due now and that line item was increased in the budget for next year.
• Crystal looking into the dues for national library associations.
• $2700 budgeted for an audit that happens in November/December. The Town office bills the library.

Budget Committee Report
• Crystal, Sara, Nancy and Eula attended the joint Selectmen/Budget committee meeting
• Crystal responded to some questions the BC had. i.e.: one BC member asked why the library and town do not combine services more? The fuel is combined.
• No changes at this time, in early December the draft budget gets approved by the Selectmen and back to the BC. There will be more hearings in the future.

Facilities Committee/Grounds
• Focusing on roof repair slated for 11/1.
• Finished roof inspection
• Crystal working on small winterizing projects.

Sprinkler System Project – Kim Bonin
• Met on the 12th – project is currently tracking under budget
• All major work is finished
• Some discussion at the meeting on the color of the pipes to be painted in the youth area (green)
• Meeting room tiles/ceiling is done, looks beautiful
• Milestone is painting walls and is paying for some carpet cleaning in the NH room.
• SFC engineering proposal allocated work that will not be needed (cost savings)
• $179,693.42 bond payout - $70,306.58 remaining out of the bond
• Hoping to be down to a punch list by the first of November.

Personnel Changes
• Melissa Carroll submitted her resignation (retirement). She attended the meeting in person and expressed her feelings for her 17 years of working for Tracy Library. She enjoyed every moment.

A MOTION was made by Marianne McEnrue, and SECONDED by Sherry Williams to accept the letter of intent to retire from Melissa Carroll. The motion passed UNANIMOUSLY.

• Putnam Kidder resigned as Youth Services Assistant in September of 2021.

A MOTION was made by Sherry Williams, and SECONDED by Nancy Mahar to accept the letter of resignation from Putnam Kidder. The motion passed UNANIMOUSLY.
• The Circulation Manager position has been part time for a number of years, Crystal would like to make that position full time to support the operational needs of the library.

A MOTION was made by Marianne McEnrue, and SECONDED by Nancy Mahar to approve that the Circulation manager position become a full time, benefitted position effective for the hiring process. The motion passed UNANIMOUSLY.

OLD BUSINESS
• Director Meet & Greet/End of Summer Celebration was cancelled due to rain. There may be something like an open house scheduled for next year.

NEW BUSINESS
• Library Hours – Crystal looking for suggestions and would like a plan to be in effect in January of 2022. The hours now are working well. Some discussion followed about options to consider:
  a) Stay as is, add more evening hours, add Sundays
  b) Concerns about staffing and safety, if there is an emergency in the building and only 3 people on duty there could be potential problems

• Crystal will discuss with the staff and get back to the board at the November meeting.

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).

UPCOMING MEETING dates:
• Wednesday, November 17, 2021 at 5:00 PM
• Wednesday, December 15, 2021 at 5:00 PM

A MOTION TO ADJOURN the meeting was made by Sherry Williams, Nancy Mahar SECONDED the motion. The meeting adjourned at 6:20 pm. There was no discussion and the motion passed UNANIMOUSLY.

Respectfully submitted,
Linda Jackman
Recording Secretary