

**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 12<sup>th</sup> – 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