

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday,
November 17, 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), Steve Solomon (2023),

Absent: 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 October 20, 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 cash donations of \$90.00 was made by Sherry Williams and Steve Solomon **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)

- Crystal stated that she is masking more and explained why.
- Audit is underway at the Town office, should be finished up this week.
- Roof repairs are within a few hours of being completed.
- Youth services update from Ben, still coordinating services with NL elementary school.
- Two positions have been posted, youth services position is in the interview stages and the full time circulation manager position has been advertised.

Restoration of Library Services (COVID-19 Pandemic Response)

- Meeting room will be open December 1st, to 20 people maximum and limited to the hours that the library is open. Does current liability coverage cover patrons when no employee is in the building?
- Sprinkler project is winding down, fire department is testing next Monday and then there will be a final walk through.

Gardens at Tracy Library

- Crystal attends their meetings and they have a few requests:
 - Shed ramp is slippery, public works painted it with paint that had sand in it.
 - May add a granite step in the spring.
 - 200th birthday of Olmstead in 2022, garden people would like to participate and recognize this. Perhaps garden tours.

Friends of Tracy Library – Marianne attends these meetings

- Reviewed their financials

- Said good bye and hello to some incoming and outgoing members
- Update on Halloween candy that was given out
- Newsletter Tracings was discussed, updating patron database
- Had officer elections
- They meet every other month

Open Discussion

- Sherry Williams discussed the United for Libraries program. It is information for trustees. Easy to sign onto this website and offers help with all sorts of issues that libraries could have. They offer live webinars. Sherry said it is a wonderful resource.

OLD BUSINESS

- 2022 library hours
 - There are people that want evening hours restored
 - Hope to return to pre pandemic hours
 - Aiming for Martin Luther King Jr. week to put these hours in effect, pending staffing and pending Covid numbers
 - May have to bring in a substitute for some coverage

NEW BUSINESS

- 2022 Holiday schedule was presented

A MOTION TO ACCEPT the 2022 Holiday schedule was made by Sherry Williams, Marianne McEnrue **SECONDED** the motion. There was no discussion and the motion passed **UNANIMOUSLY**.

- Library Director Performance Review – discussion followed regarding a temporary extension of the existing contract and a 6 month review process of Library Director was put in place.

A MOTION TO extend the library directors contract was made by Steve Solomon and Sherry Williams **SECONDED** the motion. 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).

UPCOMING MEETING dates:

- Wednesday, December 15, 2021 at 5:00 PM
- Wednesday, January 19, 2022 at 5:00 PM

A MOTION TO ADJOURN the meeting was made by Nancy Mahar, and Steve Solomon **SECONDED** the motion. The meeting adjourned at 6:16 pm. There was no discussion and the motion passed **UNANIMOUSLY**.

Respectfully submitted,
Linda Jackman
Recording Secretary