

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday,
December 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), Kim Bonin (2022) and Sherry Williams (2024), Sara Scheuch (2024)

Via cell phone: Steve Solomon (2023)

Absent: none

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

MEETING MINUTES

A MOTION TO APPROVE the minutes of the November 17, 2021 meeting for the Tracy Memorial Library Board of Trustees was made by Marianne McEnrue and Sherry Williams **SECONDED** the motion. There was no discussion and the motion passed **UNANIMOUSLY**.

ACCEPTANCE OF DONATIONS

A MOTION TO APPROVE the cash donation of \$1,154.00 was made by Nancy Mahar and Sara Scheuch **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 the budget was approved by the Board of Selectmen (there were no changes)
- The next Budget meeting is January 5th, 2022, no amendment is needed to be made in regards to COLA changes. Members of the board are welcome to attend.
- Roof repair complete and on budget.
- Two indoor story times were successful and Ben is planning on doing more in January, reservations and masks (2 years old and up) will be required. Room capacity is 20.
- Crystal reviewed the inclement weather policy and is going to go over it with the staff.

Restoration of Library Services (COVID-19 Pandemic Response)

- NH has the highest infection rate, taking safety very seriously.
- Do not feel the library building gets crowded.
- Continue social distancing.
- Review policy if any staff is exposed,
- Library is to return to the approved hours starting in January.
- Meeting room is being used again, some patrons commented that it is very nice to be able to meet in the room again

Sprinkler System

- Final walk through is scheduled for 12/21 at 11:00 AM, should not be any issues. System passed fire test. Some painting of pipes still needs to be done.
- Budget: To date, the project has spent \$237,556.31 of the bond (\$250,000). The original budget was for \$310,752.76. The project is expected to be under budget.

Open Discussion

- Sherry Williams attended (virtually) a webinar on censorship. She said it was a jaw dropping webinar, there are trustees being threatened. As a government agency we have a commitment to the first amendment. As a board we need to educate ourselves. A link from NHLT was sent out with interesting information. Sherry will email the board the links. These policies are covered in the Library's policy manual. It was recommended that the board review the current policies related to this topic and be prepared to discuss in January. Crystal to go over with staff.
- Terms are expiring for Kim Bonin and Nancy Mahar. They do not plan on renewing their terms. The terms end at the April 2022 meeting. Crystal will research the time line for advertising for new members. Sherry Williams and Sara Scheuch will work on revising the fact sheet about being a library trustee. The new members will be voted in at the March town elections.
- Steve Solomon spoke about his concern about the rise in the Covid numbers and wanted to know if we can go back to meeting via zoom? Should we reach out to the governor's office or the NHLTA or LTA? Steve to send an email.

OLD BUSINESS

- An offer was made to Michelle Donegan to fill the second Youth services position. She has accepted (pending back ground check)

A MOTION was made by Sara Scheuch and Sherry Williams **SECONDED** to approve the hiring of Michelle Donegan. There was no discussion and the motion passed **UNANIMOUSLY**.

NEW BUSINESS

- Roof repair funding, revisiting the conversation we had discussing the capital reserve fund. Recently had roof inspection done, there will need to be many repairs done in the next 5-7 years. In the next year alone there is about \$40K in repairs needed. We shouldn't wait or we could face the same issue we recently had. We returned some lapsed appropriations in FY 2020 and FY202. There is an option to ask for a warrant article to have the town transfer funds back to our capital reserve fund. Crystal suggested we do not ask for a warrant article at this time. We have enough funds to cover the fiscal year 2023 expenses for the roof. There are over \$300,000 roof repair expenses over the next seven years. Also many other projects that have been on the back burner. Crystal stated that we hold off and present a strategic fiscal year plan for 2024, Marianne opined that it is a good idea to hold off and do a phased project proposal.
- Library Director Performance Review – Eula Kozma
Personnel policy committee met and compiled information. Crystal wrote up her own self-evaluation as well. A great discussion was held. Crystal will have a "short year", until her annual review, there a 6 month check in and then she will now be on the annual review schedule. Need to make a few adjustments to the contract.

A MOTION to add one floating holiday (administrative day), per quarter, (if it is not used you lose it) to the Directors contract was made by Marianne McEnrue and Sherry Williams **SECONDED** the motion. There was no discussion and 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, January 19, 2022 at 5:00 PM
- Wednesday, February 16, 2022 at 5:00 PM

A MOTION TO ADJOURN the meeting was made by Nancy Mahar, and Sara Scheuch **SECONDED** the motion. The meeting adjourned at 5:55 pm. There was no discussion and the motion passed **UNANIMOUSLY**.

Respectfully submitted,
Linda Jackman
Recording Secretary