

**TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**Wednesday,**  
**January 19, 2022 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) Steve Solomon (2023)

Absent: none

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

**PUBLIC HEARING – ACCEPTANCE OF LARGE DONATION**

Director Crystal Schimpf informed the Board that the Library had received a \$5,000 donation from Donald and Sherry Rice at the end of the calendar year. The donation did not come with any restrictions.

There was no public comment.

**A MOTION TO APPROVE** the cash donation of \$5,000.00 from Donald and Sherry Rice was made by Steve Solomon and **SECONDED** by Sara Scheuch. A thank you card will be sent. The motion passed **UNANIMOUSLY**.

**MEETING MINUTES**

**A MOTION TO APPROVE** the minutes of the December 15, 2021 meeting for the Tracy Memorial Library Board of Trustees was made by Marianne McEnrue and Steve Solomon **SECONDED** the motion. There was no discussion and the motion passed **UNANIMOUSLY**.

**ACCEPTANCE OF DONATIONS**

**A MOTION TO APPROVE** the cash donations totaling \$1,075.00 was made by Nancy Mahar and Sherry Williams **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)

- December numbers were strong, saw an increase from November.
- Michelle Donegan started 1/11/22.
- 1 staff member has chosen to be on call/sub status.
- In process of hiring one substitute and one part time circulation assistant, in the process of evaluating whether we need two substitutes. Have promising applicants for the job openings.
- Marianne stated that the thermostats being replaced, Crystal explained they were old and had to finagle them to get them to work. The heat lines also need to be flushed.
- Bill Bastille moved his desk to the meeting room as a COVID safety precaution.

### **Restoration of Library Services (COVID-19 Pandemic Response)**

- Covid has increased over all in New London in the last 14 days, moved forward with updating hours, it spreads staff out more, and gives us a chance to reach people in evening hours. We added 7 hours to our schedule.
- Tuesday, January 4<sup>th</sup>, 2022 the Library brought back a mask requirement as per the Selectman's office, so the Library is now aligned with Town mask recommendation.
- CDC released new isolation protocols, what it means to be up to date on your vaccines, Crystal working on updating staff protocol. NHDHSS guidelines released and we are going to align with that. The Director will take each case or exposure on a case by case basis.
- Ordered test kits for staff, Friends of the Library are paying for 2 kits per staff member, they will also help cover the cost of some KN95 masks. The Town office gave some to the Library as well.
- Crystal explained that someone from the staff of the town office made a request to the BOS to reinstate the mask recommendation for specific town buildings. Crystal decided that it would be a good time to put the mask recommendation into the Library at this time.
- Most patrons are fine following the mask rules, have had 2 significant complaints from patrons about the mask requirement.
- Steve mentioned that the town of Lebanon has reinstated a town-wide mask requirement, and they have not had any legal challenges.
- Sara asked what is going to be the trigger for taking this off.
- There was a consensus that the Board supports Crystal's decision to reinstate the mask requirement at the Library.
- Goals are to keep the Library open, and will try to have managers help at the circulation desk when possible.
- Encouraging porch pick up. Working on it, making calls, trying to promote it.
- Minimum staffing is 3, 1 on the lower level and 2 at the circulation desk, we are typically down to this number on Saturdays and evenings. Backup plans were discussed to offer a reduced level of service if staffing falls short due to absences.

### **Treasurers Report**

- Half way through the year, we are on budget, still some outstanding bills and payroll may change. Crystal looking into why we haven't received the fuel bill from the town office.
- Crystal went through the layout of the balance sheets. It will be added to the introduction to new trustees in the future.

### **Sprinkler System**

- Final walkthrough, 4 things addressed, stairwell vented, moved thermostats and will continue to monitor.
- Marianne thanked Kim Bonin for all her work.
- The bond was for \$250,000. We received final invoice from Milestone and the total project expense came to \$265,064.49. \$15,064.49 was over the bond amount will be paid out of the Capital reserve. Original budget was \$310,752.77, under budget by \$45,688.28. Did not dip into contingency amount. Note, prior to the bond \$21,625.00 had come out of the operating budget as well as some fees to Frank Anzalone's company. Crystal stated that a big thank you to Frank Anzalone for his time and support.

- Crystal stated that working with Milestone, John Carter Sprinklers, Capitol Alarm, and Frank Anzalone was a great experience.
- Able to add a few items that weren't in the original plan, including some painting.
- One item at the next BOS meeting is to have a motion and approval to spend funds from the Capital Reserve fund.

### **Garden at Tracy Library**

- This year is the 200<sup>th</sup> birthday for Olmsted. There will be an outdoor event, tentatively on June 26, 2022. The Garden will be working with other entities in the town.

### **Friends of Tracy Library - Marianne**

- Introduced new members, Jen Schad resigned, Carrie Bouton taking over.
- Reviewed finances for 2021-2022
- Budgeted \$6000 for special projects, increased support for summer reading program
- Covering the cost of COVID test kits for library staff
- Discussion about reinstating Tracings Brochure, who will take responsibility for it, hoping for March distribution

### **Open Discussion**

- Sherry loved the annual report and stated it should be part of the new board member packet.
- This is the report that goes into the towns Town Report along with two photos.
- Marianne stated that the staff seems very happy.

### **OLD BUSINESS**

#### **New Circulation Manager**

- Circulation manager is now Beth Condict and will be training/overlapping with Missy Carrol for 6 weeks.
- Missy's last day is 2/24/22 an announcement and a card shower is in the works.

**A MOTION** to approve the appointment of Beth Condict to be the Circulation Manager. Sara Scheuch made the motion, Sherry Williams **SECONDED** the motion. There was no discussion and the motion passed **UNANIMOUSLY**.

#### **Update on FY2023 Budget**

- FY2023 budget – approved at budget meeting on 1/5/22, no changes, no differences in the Library's part of the budget. Public hearing is scheduled for 2/2/22, Crystal will attend. Then it goes to Town Meeting on 3/9/22.

### **NEW BUSINESS**

#### **Mask requirement**

- Discussed during Director's Report/Restoration of Library Services, above.

### **Town Annual Report**

- Discussed during Open Discussion, above.

### **Filing period for candidacy of elected officials**

- Filing period for candidacy of elected officials is 1/19/22 through 1/28/22.
- Thank you to Sara and Sherry for the flyer.

### **Materials selection policy**

- Crystal sent out the most important and interesting pieces. Should we get a request for reconsideration she wanted to go over the policy. She has gone over this with staff. From the policy manual page 16, section E, should we get challenged. The first step if a book is challenged is for the director to speak to the patron. There is the optional form for this person to fill out and then that form comes to the Board. Crystal does keep a tally of any challenge.
- Steve asked a question about what happens if the library chooses not to purchase a book that is recommended or donated, and the patron challenges that decision? What is the process? Crystal stated that if the book is unavailable it is explained to the patron as to why. The library tends to buy titles that are popular. If it's within our selection guidelines and we can get it we do. The library does not accept book donations. There isn't a formal process for addressing this situation if a patron complains. This could be an issue to look at in the future.
- Sara read from the policy on page 15, ultimate responsibility lies with the board, the board delegates the director for the selection of the collection of books. The director may in turn delegate staff.
- Crystal stated that we do have a process in place, if someone doesn't agree with the director on any decision they can take it to the board. It isn't common to create the policy specific to denial of purchase requests or donations. . It could create windows for the challenger's to then challenge why the library didn't purchase that book. Libraries get things donated all the time and they may not be in the selection policy.
- Sherry asked what the selection process is. Does the staff do it? Crystal said there are three staff that make the decisions, they also take patron recommendations.

**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:**

- Public Hearing – Budget Committee: Wednesday, February 2, @ 6:30 PM at Whipple Hall
- Wednesday, February 16, 2022 at 5:00 PM
- Annual Town Meeting – Wednesday March 9, 7:00PM @ Kearsarge Learning Center

**A MOTION TO ADJOURN** the meeting was made by Marianne McEnrue, and Nancy Mahar **SECONDED** the motion. The meeting adjourned at 6:19 pm. There was no discussion and the motion passed **UNANIMOUSLY**.

Respectfully submitted,  
Linda Jackman  
Recording Secretary