

# TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES MEETING MINUTES

Wednesday, April 20, 2022, at 5:00 pm

Present: Eula Kozma, Marianne McEnrue, Sara Scheuch, Jerry Coogan, Sherry Williams, Steve Solomon.  
Absent: Judy Fox. Director Crystal Schimpf was in attendance as well.

## PRIOR TO START OF THE MEETING

- Tracings Newsletter Photo - Erin Garzia, Friends of Tracy Library
- ACKNOWLEDGEMENT OF INCOMING & OUTGOING BOARD MEMBERS
  - Outgoing trustees Kim Bonin & Nancy Mahar
  - Incoming trustees Jerry Coogan & Judy Fox

The meeting was called to order at 5:16pm.

## ELECTION OF OFFICERS, COMMITTEE ASSIGNMENTS, & LIAISONS

- After a brief discussion, Marianne McEnrue made the **MOTION to accept** the slate of officers as follows: Eula Kozma as Chair, Sherry Williams as Secretary/Vice Chair, and Sara Scheuch as Treasurer. In addition, Jerry Coogan and Sara Scheuch will serve on the Budget committee. Steve Solomon and Jerry Coogan will serve on the Facilities committee and Marianne McEnrue and Sherry Williams will serve on the Personnel/Policy committee. Judy Fox will serve as the liaison to the Garden at Tracy Library and Marianne McEnrue will serve as liaison to the Friends of Tracy Library. Sara Scheuch **SECONDED** the motion. The vote passed **UNANIMOUSLY**.
- It was noted that a second signer for the bank accounts was required, since Nancy Mahar's term as Library Trustee has ended. Sara Scheuch is already a signer. Marianne McEnrue made the **MOTION** to add Steve Solomon as a signer on Tracy Memorial Library accounts at Bar Harbor Bank and Mascoma Bank, removing Nancy Mahar. Sara Scheuch **SECONDED** the motion and the motion passed **UNANIMOUSLY**.

## MEETING MINUTES

- Once a typo was corrected, a **MOTION TO APPROVE** the minutes of the February 16, 2022, meeting for the Tracy Memorial Library Board of Trustees was made by Steve Solomon and Sara Scheuch **SECONDED** the motion. The motion passed **UNANIMOUSLY**.

## ACCEPTANCE OF CASH DONATIONS

- Cash donations of \$634.72 from the two months prior was noted. Steve Solomon made the **MOTION** to accept the donations. Sara Scheuch **SECONDED** the motion. The vote passed **UNANIMOUSLY**.

## COMMITTEE MEETINGS & REPORTS

### Director's Report & Restoration of Library Services (COVID-19 Pandemic Response)

- Director Crystal Schimpf emailed her report to trustees ahead of the meeting and asked for comments. (Report was emailed and is attached.)

- Crystal Schimpf indicated that the stats report covers the past two months and that the information included was shifted to show the calendar year. The past four years were included for pre-pandemic comparisons.
- Two facility issues include the entry door, which is now repaired, and the emergency lights. Currently, estimates are being sought as the emergency light battery packs are old and not working.
- Service levels are trending upward as recent numbers reflect the highest visitor count, unique borrower count and materials borrowed number since the start of the pandemic. Patrons are spending more time at the library as well. The visitor count is counted by the automated door counter.
- Three new circulation assistants have been hired and trained. The Director was complimented for implementing such an extensive training program for new hires.
- Trustee bios are now on the website. If a trustee would like to change any part of their bio, please see Director Crystal Schimpf.
- In Youth Services, there were four story times in March, with up to sixty-two guests in attendance. When weather cooperates, the story time will be held outside– hopefully encouraging even more families to join.
- The second floor has now been reopened for patrons to use the Science Fiction section.
- Looking ahead- the management team is considering the possibility of a three-month summer visitor pass and they have asked the Friends for support in acquiring new furniture for the front and back lawn. The thought was to place two Adirondack chairs in the front and a picnic table in the back. The Friends seem open to funding these acquisitions as a special project.

## Financial Report

- Director Crystal Schimpf presented the financial report because the Treasurer, Sara Scheuch, was newly elected. More details will be provided at the May meeting.
- At the end of March there was a negative net income due to the timing of bills received however, the bills were covered with reserves. The reserve is strong and revenue projections look fine for the rest of the year.

## Open Discussion

- The topic of fines was briefly revisited. Eula reminded the Board that they had voted to permanently discontinue fines at the July 14, 2021 meeting. There is a small donation jar on the circulation desk counter available if a patron is so inclined.

## OLD BUSINESS

- FY2023 Budget for the Library passed at the town meeting without discussion. There was a 4% increase in appropriations and the \$35,000 capital reserve was also approved.

## NEW BUSINESS

- **Recording Secretary Vacancy-** Sherry Williams made the **MOTION** to accept the resignation of Linda Jackman as recording secretary. Sara Scheuch **SECONDED** the motion which then passed **UNANIMOUSLY**. Please help get the word out that a new recording secretary is being sought.
- **Assistant Director -** Jo-Ann Roy has submitted a letter of resignation, which was read by Crystal Schimpf. Jo-Ann has served the New London community for more than ten years. She will be moving on to Moultonborough Public Library. Her last day will be May 6, 2022. Marianne McEnrue made a **MOTION** to accept her resignation. Steve Solomon **SECONDED** the motion. The vote was **UNANIMOUS**. **The Director will reexamine the Assistant Director position as a part of**

the staffing plan revisions in progress. During the vacancy, some of the responsibilities will be filled by existing staff. A wide search for a new Assistant Director will be started with the hopes of a late August/early September onboarding.

- **Appointment of New Staff** - Three new circulation assistants have been hired and trained. They are hourly, part-time positions. Sherry Williams made the **MOTION** to appoint Lisa J. Bridwell as Circulation Assistant. Steve Solomon **SECONDED** the motion, which then passed **UNANIMOUSLY**. Steve Solomon made the **MOTION** to appoint Nicole Swanson as circulation assistant. Sherry Williams **SECONDED** the motion and it passed **UNANIMOUSLY**. Lastly, Marianne McEnrue made a **MOTION** to appoint Cathy Vincevic as Circulation Assistant, which was **SECONDED** by Sara Scheuch. Vote to approve was **UNANIMOUS**. In addition to the circulation assistants, Kathleen Bartlett has been hired to fill a temporary position in Youth Services. Steve Solomon made a **MOTION** to appoint Kathy Bartlett as a temporary Youth Service Assistant, which was then **SECONDED** by Sherry Williams. The vote was also **UNANIMOUS**.
- **Policy Manual Proposed Formatting Change**  
Sherry Williams presented the new format for the policy manual. It reflects a modular approach with each policy starting on a new page. There is a hyperlinked table of contents. This modular format will allow for flexibility in distribution and secondly, will allow packaging of specific policies for a set need. Using Word will make the manual easier to maintain. Sherry explained that the new formatting was applied to the Board-adopted policy manual – no policy changes or additions were made. Steve Solomon made a **MOTION** to approve the new policy manual format, which was then **SECONDED** by Jerry Coogan. Vote was **UNANIMOUS**. Crystal Schimpf will copy and distribute the new manual. Please let her know if you do not need a copy. A full version will be on the website and a hard copy will be made available at the library.
- **Alternate Trustee Discussion**  
Eula Kozma led the discussion of the possibility of adding an alternate to the board. It is an official position, with the individual selected by the Selectmen. It may be helpful for an interested individual to learn the role and to be able to step in if a Trustee cannot attend a meeting. It is a one-year term. There was a brief discussion on how to identify such an individual. It was suggested that it would be the next highest vote getter at election time. Crystal Schimpf will pursue this possibility and report back to the board.

## ANNOUNCEMENTS

- **Training Opportunities**
  - May 10- NH Library Trustee workshop in Concord. It is \$50 to register, and the deadline is 4/22. Sherry Williams and Crystal Schimpf will be attending.
  - May 22-NHMA is offering a free, online program intended for new local officials, but helpful to anyone.
  - The NHLTA listserv is an additional resource available.

**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 LIBRARY BOARD OF TRUSTEES MEETINGS

- Wednesday, May 18, 5pm
- Wednesday, June 15, 5pm

## OTHER MEETINGS

- Town of New London Budget Committee, Tuesday May 10, 6:30pm (Syd Crook Conference Room)

**ADJOURNMENT: A MOTION TO ADJOURN** the meeting was made by Sherry Williams and Marianne McEnrue **SECONDED** the motion. The meeting adjourned at 6:20pm. There was no discussion the motion passes **UNANIMOUSLY**.

Respectfully submitted,  
Gretchen Crandall