

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, May 25, 2022, at 5:00 pm

Present: Eula Kozma, Sara Scheuch, Jerry Coogan, Sherry Williams, Steve Solomon, Judy Fox

Also present: Joanne Palmisano as candidate for alternate trustee, and Library Director Crystal Schimpf

Absent: Marianne McEnrue

The meeting was called to order at 5:04pm.

MEETING MINUTES

- A **MOTION TO APPROVE** the minutes of the April 20, 2022 meeting of the Tracy Memorial Library Board of Trustees was made by Steve Solomon and Jerry Coogan **SECONDED** the motion. 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 was emailed and is attached.) She highlighted several key areas of focus:

- Crystal Schimpf reported that the NHLTA conference held a policy development workshop, which was helpful for planning for the future.
- On May 9, 2022, the Library underwent a safety inspection. It was the first one in eight or nine years. There were two violations, although no penalties. They just need to be fixed in a timely manner. One issue was with the emergency lights and a quote for repair is being sought. Secondly, an electrical repair to fix fan wiring in a staff/custodial work area is required.
- Crystal is focusing on additional staff development for 2023. This is a natural stepping off point after each library employee submitted a self-reflection as part of the performance evaluation process. Some staff have asked for additional training and it allows for all employees to set goals for growth, and it encourages workplace learning.
- Masks are back to being required for all library employees.
- A replacement photocopy machine needs to be addressed in the next fiscal year.
- This month Crystal began to roll out the statistical report for the trustees. The report detailed the physical usage of the Library.

Financial Report

Sara Scheuch presented the financial report covering July 2021 through March 2022. YTD seems on target for appropriation and revenues. However, there is a potential for a deficit for this fiscal year, due in large part to payroll expenses and fuel costs carried over from FY2021. Recent retirements and resignations required paying out accrued leave time. Steve Solomon volunteered to look into what happens if the Library does not meet the budget and to report back in June with his findings. Possible resources include the NH Library Trustee Association and current statutes. The Library does have money in reserves however, that would need approval from the selectman to tap into.

It was asked if the Friends contribute to the budget. They do not specifically, as they purchase requests directly. Overall, the budget for 2023 is up 12%.

Personnel & Policy Committee

- Sherry Williams reported that the trustee bylaws revisions have been ongoing since last September. The Town attorney reviewed the bylaw revisions that had been approved by the Board's Policy and Personnel Committee. The attorney's comments were integrated into the revised bylaws and the new policy manual formatting was applied.
- After a brief discussion about "regular" and "special" meetings it was decided that the Board required more time to review and comment on the bylaw revisions. Sherry Williams volunteered to resend the document to Board members right away, so they had sufficient time to review before the June Board meeting. Discussion will resume at that meeting.
- The director's annual review is coming up and the Policy and Personnel Committee will meet with Crystal prior to the June meeting.

Friends of the Library

As Marianne was absent more details will be provided at the next meeting. Crystal did add that

- A new issue of Tracings is out (The first one in two years!)
- Sale of Friends items such as canvas tote bags has started up again

Open Discussion

- Crystal asked to meet with the Facilities committee (Steve Soloman and Jerry Coogan) to wrap up this year and to set priorities for next year.

OLD BUSINESS

Recording Secretary Vacancy

- The Board is still looking for a recording secretary and Eula Kozma asked for help in circulating the job description and identifying the compensation/wages.

Alternate Trustee Discussion

- Eula Kozma reiterated the benefits of engaging a community member for this role. The Selectmen make the appointment. Judy Fox made the **MOTION** to recommend to the Board of Selectmen the appointment of Joanne Palmisano as an alternate trustee. Jerry Coogan **SECONDED** the motion, and it was passed **UNANIMOUSLY**.

NEW BUSINESS

Staffing Plan Discussion

- Sara Scheuch made the **MOTION** to accept the resignation of Sonia Garre after eight years of service to Tracy Library. Steve Solomon **SECONDED** the motion and it passed **UNANIMOUSLY**. Her last day will be June 15, 2022.
- Missy Carroll is stepping in to help with the book club and programming. Jerry Coogan made the **MOTION** to appoint Missy Carroll as Program Specialist, which was then **SECONDED** by Steve Solomon. The vote was **UNANIMOUS**.
- Crystal shared some of her thoughts about the open Assistant Director position and is hopeful that by next meeting she will have outlined her plan.

Summer Vacation Library Card

- Jerry Coogan made the **MOTION** to move forward with the one-year pilot of a summer library card. It was **SECONDED** by Sara Scheuch and there was a **UNANIMOUS** vote to pass. A patron would be required to document a stay in New London for a minimum of two weeks. Communications will be put out in early June on Facebook, through an updated library brochure and through talking points for staff. The fee will be \$25, and the card will automatically expire on September 5, 2022.

ANNOUNCEMENTS

- Training Opportunities
 - June 13, 2022, NH Library Trustee Association workshop in Concord. This free workshop serves as an orientation to new trustees. It will be from 10am-2pm.
- Suggested Reading: Crystal offered to share with the Board (via email) an article on Censorship that Sherry Williams had shared with her.

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, June 15, 5pm

OTHER MEETINGS

June 26 at 2pm will be the Garden Event.

ADJOURNMENT

- A **MOTION TO ADJOURN** the meeting was made by Steve Solomon and Sherry Williams **SECONDED** the motion. The meeting adjourned at 6:30pm. There was no discussion and the motion passed **UNANIMOUSLY**.

Respectfully submitted,
Gretchen Crandall