

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, June 15, 2022 at 5:00 pm

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

Absent: Joanne Palmisano

The meeting was called to order at 5:00pm.

MEETING MINUTES

- A **MOTION TO APPROVE** the minutes of the May 25, 2022 meeting for the Tracy Memorial Library Board of Trustees was made by Sherry Williams and Sara Scheuch **SECONDED** the motion. The motion passed **UNANIMOUSLY**.

ACCEPTANCE OF CASH DONATIONS

- Judy Fox made the **MOTION** to accept the cash donations of \$31.00. Steve Solomon **SECONDED** the motion and it passed **UNANIMOUSLY**.

COMMITTEE MEETINGS & REPORTS

Director's Report

Director Crystal Schimpf shared 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:

- Additional shifts have been added to the circulation desk for the summer and Beth and Bill are back working in the circulation office. The staff is using less busy times to complete additional projects.
- One maintenance issue that has arisen is the outside light and the difficulty with the timers. In the future sensors will be investigated so the light only comes on when it is dark or as needed.
- WeatherCheck detailed some needed roof repairs/replacement to be covered in the FY2023 to avoid future leaks.
- In terms of the restoration of library services, masking rules will be made on a week to week basis following the CDC-identified community transmission levels. There are three levels: green, yellow and red with numbers collected county by county.
- Summer reading programs will begin on June 28 for children, teens and adults.
- This month Crystal's reports focused on the online resources. For clarification a "unique user" means each person who used the service, rather than the number of check-outs. There was a discussion about which services were provided by whom (Library vs. The Friends) as well as positive remarks about the new catalog system which allows patrons to know where to access certain materials. At this time, digital support is provided 1:1 by staff. A possibility of a digital workshop was raised perhaps when a new assistant director is hired.

Garden at Tracy Library

- The Garden Party will be held on June 26 at 2pm. There will be a short educational portion with Jim Perkins, Town Archivist about the history of the library and the garden. Refreshments will follow. Judy Butler had asked if a Trustee would make some brief remarks. Eula agreed to do so and will reach out to other board members if she is unable to attend. A signed waiver for the event was obtained.

Open Discussion

- Sherry reported the NH Library Trustee Orientation, attended by herself, Steve and Jerry, was helpful, particularly with additional information about the “Right to Know” laws. The rules apply to committees as well– in order to provide transparency. There was a discussion about the trustees’ role as advocates and what’s important to share with community members as well as topics that prompt closed sessions. All committees should keep short minutes. Board members were encouraged to participate in the 4 hour online training program “Right to Know”.

OLD BUSINESS

FY 2022 Budget Update

- As of June 8, 2022 budget projections were looking better. Unexpected expenditures and repairs have impacted the budget, however with other cuts and line changes, it is hoped the budget will be on target June 30, 2022.

Policy Revisions: Board of Trustees and Bylaws

- Sherry Williams reported that the by-laws revision process has been ongoing since last September. There was a discussion about the Treasurer’s role in advising the Board regarding the investment of monetary gifts and reporting. After a discussion about hiring and appointing new library staff, Crystal offered to do some additional research about common practice and the potential, if any, of changes in language. Sara Scheuch made the **MOTION** to adopt the edited by-laws. The motion was **SECONDED** by Jerry Coogan. The motion **PASSED**. Sherry will make changes in the word document and they will be distributed.

Recording Secretary Vacancy

- Advertisements have been placed in the Shopper, the Intertown and on Facebook with an updated job description. Interested candidates will reach out to the Library Director, who will then pass on their application to the board. Steve also outlined the possibility of rotating the responsibility among board members.

Library Director Performance Review

- The Personnel & Policy Committee met with the Director for an annual review and to check in. All went well.

Request for Use of the Garden

- The Barn Playhouse has requested to use the lawn portion of the garden for performances on July 16, as well as on July 14 and 15 for rehearsals. The Garden people are okay with this request. Jerry made a **MOTION** to approve the request of the Playhouse to use the garden. It was **SECONDED** by Judith Fox and passed **UNANIMOUSLY**.

A **MOTION** was made by Sara Scheuch to move to a non-public session. Steve Solomon **SECONDED** the motion and a roll call vote was taken. The board entered into non-public session at 6:31pm. The board adjourned the non-public session at 6:45pm.

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).

OTHER MEETINGS

- June 26 at 2pm will be the Garden Event.

ADJOURNMENT

- The meeting adjourned at 6:47pm.

Respectfully submitted,
Gretchen Crandall