

# **TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES**

## **MEETING MINUTES**

**Wednesday, July 20, 2022, at 5:00 pm**

Present: Eula Kozma, Sherry Williams, Gerald Coogan, Judith Fox, Joanne Palmisano, Steve Solomon

Director Crystal Schimpf was also in attendance

Absent: Sara Scheuch

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

### **MEETING MINUTES**

A **MOTION** to approve the minutes of the June 15, 2022 meeting of the Tracy Memorial Library Board of Trustees was made by Sherry Williams and **SECONDED** by Jerry Coogan. The motion passed **UNANIMOUSLY**.

### **NON-PUBLIC MINUTES**

Minutes of the June 15, 2022 non-public session were distributed by Sherry Williams.

**MOTION** to approve minutes of the non-public meeting, (as amended to reflect the addition of the name of the employee) made by Jerry Coogan and **SECONDED** by Sherry Williams. The motion passed **UNANIMOUSLY**.

Non-public minutes were collected by Sherry Williams.

### **ACCEPTANCE OF CASH DONATIONS**

Judy Fox made a **MOTION** to accept a cash donation of \$4.00. Steve Solomon **SECONDED** the motion. The motion passed **UNANIMOUSLY**.

### **COMMITTEE MEETING MINUTES:**

Discussion regarding procedure to approve the minutes of committees which meet regularly. **DECIDED:** Those attending such committee meetings will vote at the next meeting of the Board of Trustees to approve the minutes.

**MOTION** to approve Facilities Committee meeting minutes made by Jerry Coogan and **SECONDED** by Steve Solomon. The motion passed **UNANIMOUSLY** by Trustees who had attended the Facilities Committee Meeting on June 21, 2022.

## DIRECTOR'S REPORT

Library Director Crystal Schimpf shared her Report to Trustees ahead of the meeting and asked for comments. (The report was emailed to the Trustees and is attached.) She shared the following highlight and updates from her report:

- The New London Barn Playhouse Junior Intern Company performed Hamlet twice on the “Library Lawn.” The events were well attended, and audiences were enthusiastic.
- Update on the New London Hospital Day’s Parade and the Library’s participation:
  - (Saturday, August 6, 2022, from 10:00-12:00.) Library staff, the Book Bike, and Trustees will be in the parade. Trustees are encouraged to attend the parade and cheer on the Library’s contingent.
  - The Trustees were asked to comment on the proposition that the library “move outside” for the parade. The staff will close the library for the duration of the parade and move to a small tent on the front lawn. They will have bookmarks and other materials available and will encourage the parade’s patrons to visit the library after the parade. This plan will allow the staff to participate in the event rather than be in the building, when, historically, no patrons are present.
  - After discussion, the Board enthusiastically agreed that the library’s presence should be outside in front of the library during the annual parade.
- The New Hampshire Room has re-opened!
- Over eighty patrons have registered for the Summer Reading Program so far. This is more than the last two years combined. The Library used a combination of online and paper registrations this year.
- Ben Cote, Head of Youth Services, is using the Book Bike for the Library’s outreach program known as Story Times. New London’s children enjoy his stories at the Windy Hill Preschool and (in collaboration with the New London Recreation Department) every other week at Elkins Beach. Putnam Kidder, New London’s Recreation Director, was an employee of the Tracy Library and is proving to be a nice connection for Ben as he continues to find ways to engage the Town’s youth.

## OLD BUSINESS

**STAFFING UPDATE:** Crystal Schimpf, Library Director

- Hiring process research: Crystal provided an update on her research of the hiring process which included discussions with other NH Library Directors and a review of other town’s by-laws.
- Assistant Director hiring: The job was posted on July 5, 2022, with a preferred deadline of July 25. There have been several applicants, many of whom are highly qualified.
- Promotion: A **MOTION** to approve the promotion of Cathy Vincevic to Cataloging Specialist was made by Steve Solomon and **SECONDED** by Sherry Williams. The motion passed **UNANIMOUSLY**.
- Recording Secretary vacancy: Crystal Schimpf reported that an interview is scheduled. Steve Solomon will join Crystal for the interview.

## NEW BUSINESS

**Roof Repair:** Proposals were submitted and discussed. **MOTION** by Jerry Coogan and **SECONDED** by Sherry Williams to accept the proposal of WeatherCheck, LLC in the amount of \$61,787 to be paid from the Library Building Maintenance Fund. The motion passed **UNANIMOUSLY**.

**Photocopier:** The Library's photocopier, utilized by staff and patrons (at a fee), is no longer covered by lease and in need of replacement. Proposals from local vendors were provided by the Director. There was discussion regarding the costs and benefits of purchasing versus leasing. **MOTION** to purchase a new photocopier, (which has the capacity to network with the Library's existing printers) for \$7,500, to come from the Information Technology line in the budget was made by Steve Solomon and **SECONDED** by Jerry Coogan. The motion passed **UNANIMOUSLY**.

**Trustee vacancy:** A vacancy on the Library Board of Trustees resulted upon the resignation of Trustee Marianne McEnrue whose three-year term ends in 2023. Joanne Palmisano is the current Alternate Trustee. **MOTION** from Jerry Coogan and **SECONDED** by Judy Fox to recommend to the New London Board of Selectmen that Joanne Palmisano serve the remainder of Ms. McEnrue's tenure as Trustee. The motion passed **UNANIMOUSLY**.

## COMMITTEE MEETINGS AND REPORTS

Budget Committee: No report

Facilities Committee: No report, however there was general discussion among Board members about whether or not to include a Facilities Manager in future staffing plans.

Friends of Tracy Library: There is a vacancy in the position of the Liaison to The Friends of Tracy Public Library. Joanne Palmisano volunteered to serve as the Board liaison to the Friends.

Personnel & Policy Committee: No report

## ADJOURNMENT

The meeting adjourned at 6:37 pm.

Respectfully submitted,



Judith Fox