
TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
August 17, 2022

Chair Eula Kozma called the meeting to order at 5:03 pm.

Present: Jerry Coogan, Judy Fox, Eula Kozma, Joanne Palmisano, Sara Scheuch (call-in), Steve Solomon, Crystal Schimpf

Absent: Sherry Williams

Director Crystal Schimpf was in attendance.

MEETING MINUTES

A **MOTION TO APPROVE** the minutes of the July 20, 2022 meeting of the Tracy Memorial Library Board of Trustees was made by Jerry Coogan and Joanne Palmisano **SECONDED** the motion. The motion passed **UNANIMOUSLY**.

ACCEPTANCE OF CASH DONATIONS

A **MOTION TO APPROVE** the cash donations of \$134.00 was made by Steve Solomon and Jerry Coogan **SECONDED** the motion. The motion passed **UNANIMOUSLY**.

DIRECTOR'S REPORT – Director Crystal Schimpf emailed her report to Trustees ahead of the meeting and asked for comments. (Report attached)

- Grounds and facilities: The WeatherCheck proposal has been signed. The expenditure from Capital Reserve was approved by the Selectmen at their July 28, 2022 meeting. Scheduling of the work is in progress now and should take place this fall.
- The contract for the new copier has been signed and ordering is in progress. Will be two to three months to receive.
- Capitol Alarm repaired the emergency lights, and the annual safety inspection has passed and is finalized.
- The Summer Reading Program was a big success this year. Both the youth and the adult summer reading programs were well attended and well received.
- The Hospital Days parade had a great turn out and show of appreciation. TML Parade participants included Friends of the Library members as well as members of the Board of Trustees.
- 2022 Library circulation of physical materials is at 75-80% of pre-pandemic levels. July and August were the busiest months so far this year.

OLD BUSINESS

- **Recording Secretary Vacancy**

The Recording secretary vacancy has been filled by Kaitlyn Daley as of August.

- **Trustee Vacancy/Alternates**

Joanne Palmisano joined the Board, filling the vacancy left by Marianne McEnrue's resignation. Joanne was appointed to the Board by the Board of Selectmen at their July 28, 2022 meeting. She will serve the remainder of Marianne's term. Board members discussed advantages of and recruiting of Board alternates.

- **Staffing Update**

- Assistant Director hiring

Interviews with three finalists taking place. Expect to extend offer by Labor Day weekend 2022. Background checks are initiated after an employment offer is made. The offer is contingent on the candidate passing the background check. Information about the successful candidate will be presented to the Trustees at the September Board meeting.

- Crystal asked the Board to appoint two part-time (hourly) staff members to part-time (hourly) Specialist positions. The Board approved these new staff positions at their June meeting.

- Nicole Swanson - promoted from Circulation Assistant to Marketing Specialist. **MOTION** to appoint Nicole by Joanne Palmisano, **SECONDED** by Judy Fox. Motion passed **UNANIMOUSLY**.
 - Michelle Donegan promoted from Youth Services Assistant to Youth Services Program Specialist. **MOTION** to appoint Michelle by Steve Solomon, **SECONDED** by Joanne Palmisano. Motion passed **UNANIMOUSLY**.

NEW BUSINESS

- **FY2022 Financial Reports**

- Budget documents emailed to Trustees before meeting: balance sheet and P&L report for end of FY2022 (last quarter April – June and full year-to date in the budget performance report).
 - Ended the year with surplus of \$7,106.04, net income
 - The Board discussed the budget and future financial planning.

- **FY2023 Budget**

- 2023 fiscal year operating budget was presented It will also provide the framework for the FY2024 budget.
 - Includes \$10,000.00 for strategic planning in the Trustees category (to engage a library consultant to assist with the strategic plan)
 - New budget categories added are either new for the FY2023 budget or are new line items that were formerly included in other categories.
 - Additional funds budgeted for fuel in FY2023.

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- Library budget is audited by Town of New London auditors and the library has no certifications required.
 - **FY2024 Budget Planning**
 - Selectman requested all Town department FY2024 budgets by September 9, 2022.
 - A special Board of Trustees budget meeting (in-person quorum) is scheduled for September 12, 2022, in preparation for TML's September 14, 2022, budget deadline (The Board negotiated this two-day deadline extension with Kim Hallquist). Four Board members have committed to be present at the meeting. Public notice of this meeting will be posted.
 - Board of Trustees Budget Committee meeting is set for September 1, 2022.
 - TML Board committee meetings held in August will be budget focused. If necessary, committees will schedule an extra August meeting for budget discussions.
 - This year's earlier budget deadline may indicate a permanent deadline change for Town department budgets. In anticipation of a possible early September deadline next year, TML will be prepared to begin its budget preparations earlier in the year.

COMMITTEE MEETINGS & REPORTS

No committee reports

OPEN DISCUSSION

- Library budget is audited by Town of New London auditors and the Library has no certifications required.
- Discussion of remaining meeting schedules and potential changes for 2022.

ANNOUNCEMENTS

No announcements

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

- Town Budget Committee Meeting at TML: Friday, August 19 @9:00am
- Personnel & Policy Committee: Wednesday, August 31 @4:30pm
- Budget Committee: Thursday, September 1 @3:30pm
- Facilities Committee: Wednesday, September 7 @4:00pm
- Board of Trustees Budget Meeting: Monday, September 12 @5:30pm
- Board of Trustees Regular Meeting: Wednesday, September 21 @5:00pm
- October Board of Trustees meeting will be rescheduled if a quorum will not be available. TBD
- December Board meeting date falls close to the holidays (December 21, 2022). The meeting may be rescheduled or cancelled. TBD.

ADJOURNMENT

- A **MOTION TO ADJOURN** was made by Steve Solomon and Jerry Coogan **SECONDED** the motion. The motion passed **UNANIMOUSLY**.
- The meeting adjourned at 6:16pm.

Respectfully submitted,
Katie Daley