

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Special Meeting: Budget FY2024
September 12, 2022

Chair Eula Kozma called the meeting to order at 5:30 pm.

Present: Steve Solomon, Judy Fox, Joanne Palmisano, Eula Kozma, Crystal Schimpf

Absent: Jerry Coogan, Sara Scheuch, Sherry Williams

Director Crystal Schimpf was in attendance.

Meeting Minutes

NEW BUSINESS

- FY2024 Budget Approval
 - Operating budget
 - Income for the year coming from library reserve offsetting overall budget
 - Targeted marketing will occur to achieve or surpass the 2019 achievement of \$8,000 due to non-resident accounts and seek to add \$8,100 due to that marketing.
 - Line 50 -Electrical for the town is held in a consortium, meaning the rate is locked in. Per the town finance officer, the increases in 2024 it will be nominal (5% increase estimated and included in budget)
 - If funds from appropriation are not spent in that fiscal year, they must be returned. 2020 and 2021 use of appropriation funds were much lower due to personnel and operating costs being lower due to pandemic, so funds were returned as shown in budget.
 - Newly visible in budget is an increase for cleaning. In the past the town paid for that out of a different line item in the overall town budget and it is no longer. Cleaning is now shown on Line 78 specifically for the library in the library budget.
 - No questions or comments in email from trustees unable to attend were received by Crystal
 - A **MOTION TO APPROVE** was made by Steve Solomon and Joanne Palmisano **SECONDED** the motion. The motion passed **UNANIMOUSLY**
 - The fy2024 Operating Budget passes
 - Capital Reserve
 - Deposit of \$75,000 going into Capital Reserve for fy2024 requested for approval
 - A **MOTION TO APPROVE** was made by Judy Fox and Steve Solomon **SECONDED** the motion. The motion passed **UNANIMOUSLY**.

- Exterior Repair Quote Approval
 - Exterior repair quote from JMAC Professional Paint Co. LLC of \$4,200
 - If can be approved tonight the work can begin as early as next week
 - Work being done by John MacPherson who has previously done work for the library.
 - John knows the library well, knows work done previously, knows what needs to be done. Focusing on where drainage issues off the roof exist, replacing small plate glass windows with cracks and patch paint work.
 - A **MOTION TO APPROVE** was made by Judy Fox and Steve Solomon **SECONDED** the motion. The motion passed **UNANIMOUSLY**.

- Appointment of Assistant Director
 - Position offered to Justin Levesque as a full-time employee has been accepted and the start date is October 10, 2022
 - Justin will be a town employee who works at the library reporting directly to Crystal
 - A **MOTION TO APPROVE** was made by Steve Solomon and Joanne Palmisano **SECONDED** the motion. The motion passed **UNANIMOUSLY**.

ANNOUNCEMENTS

- The Town Selectmen Budget meetings have been set and attendance by at least one Trustee is requested. Crystal will do presentations at both meetings on behalf of the library
 - Capital reserve 10/13/22
 - Library agenda item 10/22/22

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

- Regular Meeting: Wednesday, September 21 @5:00pm
- Personnel & Policy Committee: Wednesday, September 28 @4:30pm
- Facilities Committee: Wednesday, October 12 @4:00pm

ADJOURNMENT

- A **MOTION TO ADJOURN** was made by Steve Solomon and Joanne Palmisano **SECONDED** the motion. The motion passed **UNANIMOUSLY**.
- The meeting adjourned at 5:57pm.

Respectfully submitted,
Katie Daley