Chair Eula Kozma called the meeting to order at 5:01pm

Present: Steve Solomon, Judy Fox, Joanne Palmisano, Eula Kozma, Jerry Coogan, Sara Scheuch, Sherry Williams
Absent:
Director Crystal Schimpf was in attendance.

Meeting Minutes

APPROVE MEETING MINUTES

- A MOTION TO APPROVE the minutes of the August 17, 2022 meeting of the Tracy Memorial Library Board of Trustees meeting was made by Jerry Coogan. Sara Scheuch SECONDED the motion. The motion PASSED unanimously.
- A MOTION TO APPROVE the minutes of the September 12, 2022 Tracy Memorial Library Board of Trustees special FY2024 budget review meeting was made by Judy Fox. Sara Scheuch SECONDED the motion. The motion PASSED unanimously.

ACCEPTANCE OF CASH DONATIONS

- A MOTION TO APPROVE cash donations of $307.00 was made by Jerry Coogan. Sara Scheuch SECONDED the motion. The motion PASSED unanimously.

DIRECTOR’S REPORT

- Event: Local Authors in Conversation 10/4/2022 at 6:30pm in Meeting Room
- Circulation Desk has compiled a staff picks brochure for fall season, a form of reader’s advisory, that is both well received by patrons and an enjoyable task for staff.
- Grounds and Facilities:
  o Electrical repair work pending
  o Paint and exterior repair work approved and completed with short turn around
  o Roof repairs begin 10/10/2022
- Statistical reports:
  o Online library resources have steady use
    ▪ Overdrive (Libby) maintaining the same as in 2019
    ▪ Hoopla and Kanopy use have increased since last (and first) year.
    ▪ Having the Assistant Director and Marketing Specialist now offers opportunity to market these resources to continue to increase use.
OLD BUSINESS

- Staffing Plan Update
  - Crystal asked the Board to appoint one part-time (hourly) Circulation Assistant to Collection Development Specialist, effective September 26, 2022. The Board approved this new staff position at their June 2022 meeting.
    - **MOTION** to appoint L.J. Bridwell to Collection Development Specialist by Judy Fox. Sara Scheuch **SECONDED** the motion. The motion **PASSED** unanimously.

- Summer Library Card Update
  - Crystal asked the Board to pivot the Summer Library Card pilot program into a non-resident 3-month Visitor Library Card. Requirements for eligibility and specifications under card terms also altered for this change from Summer to 3-month Visitor Card.
    - Summer Library Card marketing will continue to take place in addition to marketing for this short-term library relationship.
    - **MOTION** to approve change to card program from Sherry Williams, **SECONDED** by Joanne Palmisano. The motion **PASSED** unanimously.

- FY2024 Budget
  - Budget was submitted for Selectmen review on 9/13/2022 following the 9/12/2022 Special Budget Meeting
  - Crystal is requesting attendance of 1 or 2 Trustees present at both the Capital Reserve and Library Budget meetings with Selectmen and Budget Committees (listed below). Crystal is responsible for the presentations at both.

NEW BUSINESS

- FY2023 Fee Schedule
  - Crystal requested to change wording and fees in the Copier Machine Fees section:
    - $0.50 for oversize, special paper or double-sided copies
    - $0.25 for single side, plain paper copies
    - Adding a new $25 fee for a non-resident visitor card
    - **MOTION** to approve changes from Steve Solomon, **SECONDED** by Sherry Williams. The motion **PASSED** unanimously.

- Exterior Lighting Sensor Proposal
  - Requesting approval of proposal provided for Irish Electric to update and replace failing exterior lights with photo sensor exterior lights for a total of $1,297.
    - Update from mechanical to photo sensor lights will aid in both staff and electrical costs for use and maintenance.
    - Currently only 17% year to date has been used of maintenance budget and we are 25% through the year, including recently quoted and completed paint project.
▪ MOTION to approve proposal from Steve Solomon, SECONDED by Joanne Palmisano. The motion PASSED unanimously.

• Policy Review
  ▪ Use of New Hampshire Room
    ▪ Crystal and the Policy and Personnel Committee recommended changes to the Use of the New Hampshire Room policy.
    ▪ Background on proposal for change: The New Hampshire room houses historical collection, board table and comfortable chairs for reading, is a designated and cherished quiet space for patrons. Has been previously used for meetings, and while they were conducted, the space was unavailable for patron use otherwise.
    ▪ Tutoring has also previously taken place in this space, however, in line with its vote to cancel and remove the Guidelines for Tutoring policy, the Board agreed that tutoring guidelines should also be removed from the Use of the New Hampshire Room policy.
    ▪ The revised policy also removes discretionary allowance of use of this room for meetings so that it is maintained as a regular public space with free access during library hours for all patrons’ use.
    ▪ MOTION to approve changes from Steve Solomon, SECONDED by Joanne Palmisano. The motion PASSED unanimously.
  ▪ Guidelines for Tutoring
    ▪ Crystal and the Policy and Personnel Committee recommended cancellation and removal of the Guidelines for Tutoring policy.
    ▪ Background for proposal for change: Guidelines for Tutoring requires tutoring to be monitored by library staff, unlike any other use of the library. All other uses of the library are covered by the Patron Behavior Policy and Use of the Meeting Room policy.
    ▪ Tutoring should be treated like any other use of the library such as studying, reading, and working remotely. All patron use is covered under the Patron Behavior Policy.
    ▪ MOTION to approve removal of the policy from Steve Solomon, SECONDED by Judy Fox. The motion PASSED unanimously.

APPOINTMENTS
• Friends of Tracy Library luncheon request to serve wine (alcoholic beverages) in the garden to honor the garden volunteers and friends of the garden on October 24, 2022.
  ▪ MOTION to approve from Jerry Coogan, SECONDED by Steve Solomon. The motion PASSED unanimously.
• Crystal suggested that a representative of the Board to go as liaison. Judy Fox is unavailable as is Crystal.
  ▪ Joanne Palmisano will represent the Board

COMMITTEE REPORTS
• Facilities Committee, information provided by Jerry Coogan
  ▪ Previously approved roof repair beginning 10/10/2022
- Exterior paint, windowpane replacement and exterior repairs previously approved have been completed
- Project to identify building inspector to make assessment of the building (interior and exterior) and then committee will provide recommendation to the board for approval

OPEN DISCUSSION

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

- Personnel & Policy Committee: Wednesday, September 28 @4:30pm
- Facilities Committee: Wednesday, October 12 @4:00pm
- Board of Trustees Regular Meeting: Wednesday, October 19 @5:00pm

BOARD OF SELECTMAN REVIEW SCHEDULE

- Capital Reserve, Thursday October 13 @6:30pm, Whipple Hall
- Library, Thursday October 27 @6:30pm, Whipple Hall

ADJOURNMENT

- A MOTION TO ADJOURN was made by Sherry Williams and Steve Solomon SECONDED the motion. The motion PASSED unanimously.
- The meeting adjourned at 6:06pm.

Respectfully submitted,
Katie Daley