

**TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, September 21, 2022 at 5:00pm**

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:
 - Electrical repair work pending
 - Paint and exterior repair work approved and completed with short turn around
 - Roof repairs begin 10/10/2022
- Statistical reports:
 - 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