

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, October 19, 2022 at 5:00 pm

Chair Eula Kozma called the meeting to order at 5:00pm

Present: Jerry Coogan, Eula Kozma, Sara Scheuch, Sherry Williams

Absent: Joanne Palmisano, Judy Fox, Steve Solomon

Director Crystal Schimpf was in attendance.

Meeting Minutes

PUBLIC GUESTS PRESENT

Cathy Raymond, Lake Sunapee VNA

Ron Koron, AARP Foundation Tax-Aide

APPOINTMENTS

- Meeting Room Exception Request – Lake Sunapee VNA (LSVNA), Cathy Raymond
 - Per Library policy, the meeting room is not available on days when the library is closed (Sundays, Mondays, and holidays).
 - Ms. Raymond asked the Board to grant an exception to allow LSVNA to use the room on Sunday December 4 from 9:00 am until 1:00 pm for VNA Christmas Program gift recipients to pick up their gifts. The organization has used the meeting room for this purpose in past years. Minimal room set up is needed.
 - Dates: Saturday, December 3 from 9:00 am - 1:00 pm (gift drop-off); Sunday, December 4 from 9:00 am - 1:00 pm. (gift pick-up)
 - A **MOTION TO APPROVE** the use and time exception on Sunday December 4 was made by Jerry Coogan. Sara Scheuch **SECONDED** the motion. The motion **PASSED** unanimously.
- Meeting Room Exception Request – AARP Foundation Tax-Aide, Ron Koron on behalf of Joe Kubit
 - To ensure equitable access to the meeting room, Library policy limits the frequency of use by one group. The current limit is two days per month per group.
 - Mr. Koron asked the Board to grant an exception to allow Tax-Aide to use the TML meeting room for four days in April. He explained that this is a one-time request. The group's usual venue, Whipple Hall, will close for renovations before completion of Tax-Aide's tax preparation season this year.
 - Per Crystal the proposed schedule does not conflict with Board or other meetings.
 - Dates: April 6th from 9:00 am-1:00 pm, April 7th 9:00 am-5:00 pm, April 12th 11:30 am -5:00 pm, and April 14th 9:00 am -5:00 pm.
 - A **MOTION TO APPROVE** the use and exception was made by Sherry Williams. Jerry Coogan **SECONDED** the motion. The motion **PASSED** unanimously.

PUBLIC GUESTS LEFT AT THE SUCCESSFUL COMPLETION OF INDIVIDUAL REQUESTS.

APPROVE MEETING MINUTES

- A **MOTION TO APPROVE** the minutes of the September 21, 2022 meeting of the Tracy Memorial Library Board of Trustees meeting was made by Sara Scheuch. Sherry Williams **SECONDED** the motion. The motion **PASSED** unanimously.

ACCEPTANCE OF CASH DONATIONS

- A **MOTION TO APPROVE** cash donations of \$87.00 was made by Jerry Coogan. Sara Scheuch **SECONDED** the motion. The motion **PASSED** unanimously.

DIRECTOR'S REPORT

- Adult Services: Newsletter sign-up promotions are taking place. Crystal asked Trustees to also support/sign-up and share with friends and family.
- Community Engagement: TML is participating in the Chamber of Commerce and Recreation Department Pumpkin People event. The Library's *Knight Owl* scene was created by staff member Bill Bastille.
- Grounds and Facilities: Electrical upgrades to exterior lighting were completed this week and are working great. Roof repair will begin November 2, 2022.
- Youth Services: Ben Cote hosted a scavenger hunt for back-to-school with fifty-one people participating.
 - Crystal noted the ramp-up in youth services visitor numbers.
- Technology: The new projector in the meeting room has been installed. It has exceptional image quality and will allow Youth Services to expand offerings in areas like games.
- Personnel: Justin Levesque joined TML as the new Assistant Director on October 10. He will come to the November Board meeting to meet Board members.
- Circulation: Crystal reported that the library card sign-up campaign was successful.
- Materials and Circulation Statistics– September 2022: Circulation numbers reported in Crystal's chart show that the busiest time of 2022 so far was June through August. Crystal noted the steady increase of circulation to near pre-pandemic numbers.
- Informational: Books weeded from the collection go to many donation locations and services. A book vendor also offers a recycling program for books. Some can be resold, and the Library is issued a credit by that vendor. Also, there is a new program of used book sale with a suggested donation of \$1.00 per book here at the Library.

QUARTERLY FINANCIAL REPORT

- Narrative summary report provided by Sara Scheuch.
- To track actual expenses more accurately in 2024, monthly budgets will be set up differently for FY2024.
- Payroll expenses were lower than budgeted in the first quarter of FY2023 because the library was not fully staffed until October 10th, 2022.
- The Town audit has been completed. The audit report has not been released.
- No major areas of concern.

OLD BUSINESS

- FY2024 Budget
Meeting to present to the Selectmen is October 27th at 6:30 for both the Operating Budget and Capital Reserve request.

NEW BUSINESS

- Building Inspection
 - Jerry Coogan reported that Frank Anzalone, a former TML Board member, introduced the TML Facilities Committee to Rich Burns. Mr. Burns is familiar with the TML building. He has inspected the building in the past and has agreed to update that inspection, pro bono. Any additional work may be at cost. The Board supported Jerry's suggestion that the Board send Mr. Burns a letter of thanks.
 - Jerry will write the letter on TML letterhead.
 - A **MOTION TO APPROVE** the letter was made by Jerry Coogan. Sara Scheuch **SECONDED** the motion. The motion **PASSED** unanimously.
 - Rich Burns had a meeting and walk through with Crystal, Steve and Jerry that will result in a report soon. No urgent tasks were identified.
 - Crystal stated that Mr. Burns' priorities for energy and cost efficiency coincide nicely with the Library's priorities.
- Policy Review
 - Mission Statement
 - The Policy and Personnel Committee recommended a grammatical edit - change "a diversity of ideas" to "diverse ideas."
 - A **MOTION TO APPROVE** the grammatical changes was made by Sherry Williams. Jerry Coogan **SECONDED** the motion. The motion **PASSED** unanimously.
 - Addition of Core Values
 - The Policy and Personnel Committee recommended adding the Core *Values* statement that was developed by TML staff to the policy manual. The committee recommended placing the core values statement on the same page as the *Mission Statement*.
 - A **MOTION TO APPROVE** the addition of the Core Values statement to the policy manual was made by Jerry Coogan. Sara Scheuch **SECONDED** the motion. The motion **PASSED** unanimously.
 - Objectives/Purpose Statement
 - The Policy and Personnel Committee recommended that the title of the *Objectives* policy be changed to *Purpose Statement*. Sherry Williams noted that she fixed a bullet typo in the body of the policy.
 - A **MOTION TO APPROVE** the recommended changes was made by Sherry Williams. Jerry Coogan **SECONDED** the motion. The motion **PASSED** unanimously.

COMMITTEE REPORTS

- The Policy and Personnel Committee has policies queued for review at their October meeting. Committee recommendations will be made at the November Board meeting.

- The Facilities Committee recently met and identified repair and maintenance needs. Jerry Coogan summarized work that has been completed since the last meeting.
- Garden at Tracy Memorial Library Volunteer Appreciation Luncheon is Monday, October 24. Joanne Palmisano will represent the Trustees.
- No news or updates from the Friends of Tracy Memorial Library. Their next meeting is November 14th and will be the last of 2022.

OPEN DISCUSSION

- Outdoor benches available: Jerry Coogan brought the Rotary recycling #4 plastic effort to the Board's attention. He reported that due to this effort, Rotary has been able to build two green weatherproof benches that are available for a permanent home. He asked if the Library wants to ask for one or both to be located here. If so, Jerry will make the recommendation to Bob Harrington (Public Works Director).
 - Crystal thanked Jerry and provided her input regarding placement of the benches on the Library grounds. She suggested that before the Board votes to accept one or both benches she would like the Town DPW to provide input on locations based on their access needs for mowing and snow clearance
- Emergency response planning: Crystal reported that Lou Botta (representing New London emergency response management) had spoken to her regarding TML's participation in Town emergency response. Involvement in emergency response is not currently part of TML logistics and operations. She said that the best practice is for the Town to present in writing its expectations of the Library as an emergency response participant so that the TML Board and staff may review them. The Board and staff should participate in decisions made about the Library's role in emergency response. After decisions are made, the Library's role should be documented in a memorandum of understanding. The Board concurred.

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 and Policy Committee: Wednesday, October 26 @4:30pm
- Board of Trustees Regular Meeting: Wednesday, November 16 @5:00pm
- Facilities Committee: Wednesday, December 7 @4:00pm
- Board of Trustees Regular Meeting: Wednesday, December 21 @5:00pm

BOARD OF SELECTMEN BUDGET REVIEW SCHEDULE

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

A **MOTION TO ADJOURN** the meeting was made by Sherry Williams. Sara Scheuch **SECONDED** the motion. The motion **PASSED** unanimously.

ADJOURNMENT 6:00pm