

**TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**Wednesday, November 16, 2022 at 5:00 pm**

**Present:** Jerry Coogan, Eula Kozma, Steve Solomon, Sherry Williams

**Also Present:** Director Crystal Schimpf, Assistant Director Justin Levesque

**Absent:** Judy Fox, Joanne Palmisano, Sara Scheuch

Meeting was called to order by Eula Kozma at 5:03pm

**MEETING MINUTES**

- A **MOTION TO APPROVE** the minutes of the October 19, 2022 meeting of the Tracy Memorial Board of Trustees was made by Jerry Coogan and **SECONDED** by Sherry Williams. The motion **PASSED UNANIMOUSLY**.

**ACCEPTANCE OF CASH DONATIONS**

- Library received donations in the amount of \$237.50
- A **MOTION TO APPROVE** cash donations was made by Sherry Williams and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.

**OLD BUSINESS**

- FY2024 Budget
  - Crystal stated budget was cleared by Board of Selectman and reviewed the budget process
  - Selectman approved appropriation of operation budget with no changes and few questions.
  - Selectman recommended a reduced Capital Reserves budget that is cut in half, from \$75,000 down to \$37,500. Two options for the TML Board to consider: accept Selectmen's change or agree to submit the amended capital reserve plan to Budget Committee to align with Board of Selectman.
  - Crystal reported that she had prepared a detailed report for the Board of Selectmen meeting on 11/03/22, but she was not asked to speak. Report included the history of building repairs and costs/expenses. Also detailed specific repairs (i.e., mold inside the building from a roof leak that was not a roof repair)  
Thanked Steve Solomon and Sarah Scheuch for attending meeting while was away.
  - Eula Kozma in favor of not amending the Library's Capital Reserves budget at this time.
  - Jerry Coogan suggested writing letter stating above information and to present on it. Also, he is in favor of building inspection, shows TML Board is being proactive.
- Building Inspection
  - Steve Solomon was at the 11/03/22 Board of Selectmen meeting. He reported that the Town is concerned with inflation and repair/maintenance costs. Lots of towns are cutting Capital Reserves. TML is an old building and needs work, Board must be proactive about what needs to be done. Engage company to look at building repairs and prioritize what is needed.
  - Jerry Coogan stated engaging Rick Burns would give more credibility to building repairs and his report would be valuable. Rick agreed to do it pro bono and Crystal thinks it would be a good idea to document Rick's offer.

- Crystal received support from the TML Board to write up a memo for the TML Facilities Committee meeting on 12/7.
- Rotary Club Park Bench
  - Jerry Coogan stated there are 2 benches made from recycled materials at Whipple Hall. Rotary is looking for locations to place the benches. He suggested the library where it would get used. Also, Rotary would like statement mounted on the bench telling about its history.
  - Crystal stated she has interest in 1 bench. She would need follow up on logistics of placing the bench on the TML site. Bench would fit into a future Friends of Tracy outdoor projects. Bench would be beneficial presence on Main Street.
  - Board supports Crystal's decision on getting bench for the library.

## NEW BUSINESS

- Recording Secretary
  - Crystal received resignation from Katie Daly after last meeting, effective as of 10/19/22. She realized she cannot meet the needs of the Board at this time.
  - Crystal and Sherry spoke about having staff member take over position. They have an employee willing to take on role. This would be more of a long term/stable option. Nicole Swanson acting as temporary recording secretary today with the possible appointment. She is currently a circulation assistant and marketing specialist.
  - A **MOTION TO APPROVE** acceptance of Katie Daly resignation and have Nicole Swanson as Recording Secretary was made by Jerry Coogan and **SECONDED** by Sherry Williams. The motion **PASSED UNANIMOUSLY**.
- Staffing Change
  - Crystal received staff resignation of circulation assistant, Megan Hunt Stewart, effective 11/23/22. She has been working for the library for 7 years and has been doing the glass cabinet art displays. Megan leaves on the best of terms and will transfer knowledge of art display to another staff member. This does not impact staffing, and her hours will be absorbed by other current staff.
  - A **MOTION TO APPROVE** acceptance of Megan Hunt Stewarts' resignation was made by Sherry Williams and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.
- 2023 Holiday Schedule
  - Crystal same format has been used as this year. There are two holidays that are observed on other day than on the actual holiday – 01/02/23 New Year's Day and 12/23/23 Christmas Eve. Veterans Day falls on a Saturday – appropriate to close on the actual holiday.
  - A **MOTION TO APPROVE** the 2023 holiday schedule was made by Steve Solomon and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.
- Heating Upgrade Request
  - Crystal working on proposal for concern for stairwell wet pipe for new sprinkler system in extended cold/sub-zero temperatures. Stairwell has no heat, and there is only a small heater. Has HVAC coming for proposal to install a mini split unit. HVAC budget is \$5,000 and only \$2,000-\$2,500 used for biannual maintenance. Not anticipating mini split unit to exceed the current budget. Board encouraged Crystal to keep moving forward with proposal and Crystal update them next month.

- Policy Review
  - *Unscheduled Closures*
    - Crystal discussed the proposed changes to the current policy.
    - A **MOTION TO APPROVE** updated Unscheduled Closures policy was made by Steve Solomon and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.
  - *Use of Library Materials and Services*
    - The proposed policy update is intended to clear up confusion and to simplify.
    - A **MOTION TO APPROVE** updated Use of Library Materials and Services was made by Jerry Coogan and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.
  - *Registration of Borrowers: Resident*
    - Format overhaul with a number of adjustments. Aligns with the types of cards. Some information needed to be moved to non-resident.
  - *Registration of Borrowers: Non-Resident*
    - Two types are visitor and non-resident that have attached fees. Exemption of fees would be KRSD students, town employees, owner/CEO of non-profit, teacher, Colby Sawyer
    - Significant revisions, intended to clarify intention, were made to the policy governing cards for local business owners.
    - A **MOTION TO APPROVE** both updated Registration of Borrowers: Resident and Registration of Borrowers: Non-Resident was made by Steve Solomon and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.

#### COMMITTEE REPORTS

- Friends of Tracy
  - Crystal attended the recent Friends of the Library meeting. She stated that the new Tracings fall newsletter is out and should have been received in mailboxes., Also have copies within the library. They have had some board changes in the beginning of the year and just had new elections of officers – going steady.
- Garden at Tracy
  - Crystal stated the garden is closed for the year. The club submitted a reasonable updated irrigation work request, more information to come at future meeting.

#### DIRECTOR'S REPORT

- Assistant Director Justin Levesque is on board, and we are happy to have him.
- Community Engagement: Main Street trick or treating. Bill and TML were recognized by winning first place in the pumpkin people contest for *The Knight Owl*.
- Grounds and Facilities: progress in roof repairs – slate is mostly done, and company is working on small patch of rubber roof membrane. Previously removal of ice was improperly done with sharp object. Crystal would like to use Weather Tech to clear snow and ice from the roof so that the new roof work is properly maintained. No contract needed. The town clears the snow around the building and Public Works does the sidewalk.
- Youth Services: Ben has been working on more after school programming. Started a game day during the week that has had a great response.

- Materials and Circulation Statistics: visitor/borrowers steadily increasing but not quite back to pre-pandemic level. Past 3 months (Aug/Sept/Oct) have been the busiest so far this year with patrons coming into library.

#### **OPEN DISCUSSION**

- Jerry Coogan suggested having a library open house to promote public relations and library image. Possibly serve light refreshments.
  - Crystal thought it would be a good idea for February (Library Lovers' month). Also, would like to do more outreach in the Town and at the Colby Sawyer. TML hosted an open house in September for back to school and library card sign up month.

#### **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, November 30 @4:30pm
- Facilities Committee: Wednesday, December 7 @4:00pm
- Board of Trustees Regular Meeting: Wednesday, December 21 @5:00pm

#### **TOWN OF NEW LONDON BUDGET COMMITTEE REVIEW SCHEDULE**

- Capital Reserve Funds, Wednesday, November 15 @6:30pm, Whipple Hall
- Library Operating Budget, Wednesday, January 11 @6:30pm, Whipple Hall
- Finalize Budget, Wednesday, January 18 @6:30pm, Whipple Hall
- Public Hearing, Wednesday, February 8 @6:30pm, Whipple Hall

A **MOTION TO ADJOURN** the meeting was made by Steve Solomon, and Sherry Williams **SECONDED** the motion. The motion **PASSED UNANIMOUSLY**.

**ADJOURMENT** 6:08pm

Respectfully Submitted,  
Nicole Swanson