

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, December 21, 2022

Present: Jerry Coogan, Judy Fox, Eula Kozma, Joanne Palmisano, Steve Solomon, Sherry Williams

Also Present: Director Crystal Schimpf, Sally Dean, Carol Fraley, Lou Botta

Absent: Sara Scheuch

Meeting was called to order by Eula Kozma at 5:00 pm

APPOINTMENTS

- Garden at Tracy Library – Request for Irrigation Expansion (Carol Fraley & Sally Dean)
 - Sally Dean presented issues for updated irrigation system. Current system is 20 years old and has issues. There are both dry areas and flooding throughout the garden. System has been compromised by plant roots. Garden at Tracy Library would like to improve the existing system and extend the coverage to the edge of the garden. A portion of the garden is newly exposed due to neighboring tree work, and Garden would like to add plant cover. Extensive hand watering is required because the irrigation system does not cover all areas. Garden funds are from donations and are limited. Sally mentioned that Crystal stated that the Library would take on cost of opening and closing irrigation system for both the front and back of library.
 - The Garden currently works with Green Leaf, but Steve Bridgewater is retiring. He can give recommendations for a replacement service provider. He is willing to continue to open and close the system until a replacement is found.
 - Joanne Palmisano asked the Garden has gotten bids on the job. Carol Fraley stated that they have no bids. Joanne suggested Blue Sky Irrigation and using a specific irrigation installation company.
 - Jerry Coogan stated the garden is an asset and suggested fundraising events to offset cost. Get idea of what it would cost.
 - Eula Kozma suggested that the Garden procure 3 proposals for the Library Board to consider. The Board will consider whether to pay a portion of the update cost or the whole project, based on proposals. Seems coverage extension would be necessary. Proposal already started.
 - Crystal stated that the Board needs to look at the budget for the fiscal year. Capital reserve may be limited and doesn't know if it can go above, and what approvals would be needed, but can look at it more closely. She mentioned that another company that the library uses for landscaping is Chippers. They provide aeration of lawn and treatment such as composting and organic tick repellent. Possibly ask them for a bid or recommendations for the system update
- Emergency Management Committee (Lou Botta)
 - Lou Botta wants to raise awareness that the Town is trying to be more self-sufficient in its responses to disasters and climate changes. Crystal is part of the Emergency Management Committee. The library is the center of the community and Lou suggested that the Library commit to a specific response role. SAU 65 building will act as a shelter that can have up to 100 people. Through a Hazard Mitigation grant the Library may be able to obtain a full size 2,000 lb generator either diesel or propane. The Library would

have to use of the building as a warming and phone charging station during an emergency .

- Eula Kozma asked Lou to explain next steps in process. He stated only requirement would be a source document that would state parameter operating hours and who it would the Library would be open to.
- Judy Fox asked who would staff the building. Lou stated that there would be an established response team that would not require the use of current library staff.
- Joanne Palmisano asked about the location of the generator. Lou stated that that decision would be up the library. The generator is very large. The state provides up to \$75,000 for it. A survey of the building will be needed to determine the capability for size of building.
- Crystal stated that the Library has a small generator that runs essential parts of the Library and is located on the left of the Library bordering side businesses. If the new generator is bigger a different location is likely required. Current generator is over 10 years old and is starting to show signs failure. Just got serviced but is going to need consideration to replace. Having bigger generator will be hard to put in same place due to area space unless the property line goes further. Will need to level space because of slope. Would be positive for bigger generator so library can stay open longer acting as warming center. Also the meeting room can be accessed without a library staff person and could be used for longer periods of time.
- Steve Solomon asked if the generator would be done on own by Library or would the state give administrative assistance. Lou stated that it is a 75/25 share, however any meetings in support of the generator initiative count towards split. State would help out administratively but would need a survey of the library. Installation is included in cost. Lou can help out with recommendations.
- Jerry Coogan asked if there should be a letter of agreement. Lou thinks there should be one but initially just sharing information and resources if the library was interested. If interested then can proceed.
- Lou Botta wanted to make Library aware of the availability of PPE should there be a need. Town has KN95 masks, COVID tests, disinfectants, touchless thermometers and hazmat suits. Crystal stated that Library uses the cloth masks for the patrons.
- Board asked Facilities Committee to gather additional information and to add the generator to list of items to be considered by inspectors when the building is assessed. There is Board interest in the generator option suggested by Lou. Crystal suggested taking a measured approach.

PUBLIC COMMENT

- None at this time

MEETING MINUTES

- A **MOTION TO APPROVE** the minutes of the November 16, 2022 meeting of the Tracy Memorial Board of Trustees was made by Sherry Williams and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.

ACCEPTANCE OF CASH DONATIONS

- Library received donations in the amount of \$1,531.23
- A **MOTION TO APPROVE** cash donations was made by Jerry Coogan and **SECONDED** by Sherry Williams. The motion **PASSED UNANIMOUSLY**.

OLD BUSINESS

- FY2024 Budget Update
 - Crystal, Sherry Williams, Jerry Coogan, and Sara Scheuch attended the Town Budget Committee meeting 12/14/22. Budget is set to finalize tentatively on 01/18/23 but could be moved to 01/11/23 and public hearing is scheduled for 02/08/23. No word on what Town set for COLA town employees, Library does not have to follow. Crystal recommendation to absorb in budget to not increase budget.

NEW BUSINESS

- FY2023 Budget: Transfer of Funds from Reserve to Operating
 - Crystal asked Board permission to transfer \$44,301 from the Reserve to Operating within QuickBooks. Not an actual transfer of funds from one account to another. Crystal recommends doing it once this year to simplify accounting. Funds available within the Reserve within checking account.
 - A **MOTION TO APPROVE** the fund transfer was made by Steve Solomon and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.
- Policy Review: Confidentiality of Library Records
 - Crystal discussed the proposed addition of paragraph one and changes to update the policy and clarify the process to be more accurate and appropriate to our town.
 - A **MOTION TO APPROVE** updated confidentiality of library records policy was made by Steve Solomon and **SECONDED** by Judy Fox. The motion **PASSED UNANIMOUSLY**.

DIRECTOR'S REPORT

- Crystal discussed the snow closure on 12/16 and the delayed opening on 12/17. There were no patron complaints, the staff was safe and it gave the Town extra time for snow clean up.
- Justin working on programming for adult services.
- Beth has been doing a lot of book displays and promoting our materials on the main floor.
- Youth Services - Ben working on after school programming and story time. Participation numbers have increased.
- Friends of Tracy correction - they do not use a fiscal year. Draft of their proposal is for the 2023 year.
- Grounds and Facilities: roof repairs are completed. Cost was \$57,305, estimate was \$56,170 and original request to Selectman was \$61,087. Repairs came in under budget. Remaining funds sit in the capital reserve account. Weathercheck will take care of snow removal on the roof this winter. HVAC work is completed. Heat in the meeting room stairwell is done and working well.
- Meeting room availability expanded to after-hours use. Staff was trained on procedures. Open for evening business at the Library.
- 12/05/22 Staff development day- opportunity to team build, and discuss challenging issues.
- Digital statistics show great use of most popular resources. Eula Kozma asked if there had been focused efforts to increase this. Crystal stated that there was a focus on digital resources that had low use that raised awareness. Also, with winter coming, patrons may not be going out. It is a combination of things.

COMMITTEE REPORTS

- Facilities: Jerry Coogan stated that Steve Solomon wrote a letter of agreement for use of Rich Burns' services. Steve Solomon stated that they are in the process of setting up a meeting to go over inspections. Jerry Coogan mentioned new issues to be looked at: a new generator, floating brick walkway repair, 2 fire doors in the Youth Services department area, pooling water in the boiler room, garden irrigation work.
- Personnel and Policy: Sherry Williams stated there is a meeting next week, will be talking about next on priority list after narrowing them down and identifying. Strategic plan will be the focus of the meeting.
- Friends of Tracy and Garden at Tracy have no updates.

OPEN DISCUSSION

- Jerry Coogan suggested talking briefly about what book everyone has been reading for 5 minutes in meetings.

ANNOUNCEMENTS

- Filing period for candidates for Library Trustees: January 25-February 23, 2023
- Crystal stated 2 seats are up for election. Candidates must fill out paperwork, and prepare statements. She will clarify filling dates.

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, December 28 @4:30pm
- Facilities Committee: Wednesday, January 4 @4:00pm
- Board of Trustees Regular Meeting: Wednesday, January 18 @5:00pm

TOWN OF NEW LONDON BUDGET COMMITTEE REVIEW SCHEDULE

- 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 Sherry Williams and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.

ADJOURMENT 6:15 pm

Respectfully Submitted,
Nicole Swanson