

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, January 18, 2023

Present: Jerry Coogan, Eula Kozma, Joanne Palmisano, Sara Scheuch, Steve Solomon, Sherry Williams

Absent: Judy Fox

Meeting was called to order by Eula Kozma at 5:01 pm

APPOINTMENTS

- None at this time.

PUBLIC COMMENT

- None at this time.

MEETING MINUTES

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

ACCEPTANCE OF CASH DONATIONS

- Library received donations in the amount of \$1,178.
- A **MOTION TO APPROVE** cash donations was made by Steve Solomon and **SECONDED** by Sherry Williams. The motion **PASSED UNANIMOUSLY**.

OLD BUSINESS

- FY2024 Budget Update
 - Crystal stated last Wednesday 1/18/23 was the final town budget committee meeting. Eula Kozma, Sherry Williams, and Jerry Coogan also attended. The Town Budget Committee finalized and voted on the budget for fiscal year 2024. The Library budget remained the same as proposed with the Town Appropriation amount of \$635,338, The Capital Reserve deposit was set at \$37,500, which was cut in half from the proposed budget of \$75,000. There is no immediate cause for concern with the cut in Capital Reserve.

NEW BUSINESS

- Town Annual Report
 - Crystal submitted the Town Annual report for publication. It includes the financial statement from fiscal year 2022. Sherry Williams suggested to feature it on the website when appropriate. Crystal can find a place for it on the website.
- Quarterly Financial Reports
 - Sara Scheuch stated that the Library is within 1/10th percent of the budgeted income. As of now expenses have been low but will increase later in year. Payroll was down because of the absence of the Assistant Director position. Book and material expenses have been low due to shipping delays. As of now, repair and upkeep are not as high in first part of year but in the spring, it will go up with some one-time repairs. Income is good and expenses are below budget.

- Policy Review: Town of New London Public Possession/Consumption of Alcoholic Beverages
 - Sherry Williams stated in the past the Board of Trustees adopted this policy. Town originally adopted it in May 2003. No changes have been made and none are expected. The Policy and Personnel Committee suggests re-adopting the policy.
 - A **MOTION TO APPROVE** re-adoption of Town of New London Public Possession/Consumption of Alcoholic Beverages was made by Sherry Williams and **SECONDED** by Sara Scheuch. The motion **PASSED UNANIMOUSLY**.
 - Steve Solomon suggested adding the Library and Director to paragraph 4 in case the Library has concerns of their own. Crystal stated that the Library's policy supersedes the Town policy, as documented in both the garden and meeting room policies. Exceptions are approved by the Library Board of Trustees and do not go to the Selectman. Joanne Palmisano stated that the Town policy is unclear and questioned if it should be in the Library policy manual since the Library's approval process deviates from the Town's. Also, if it appears in the policy manual the Library will be required to explain it. Sherry Williams stated it has been in the policy manual since 2017. Jerry Coogan suggested to rescind the vote and table the policy so the Personnel and Policy Committee can review it further.
 - A **MOTION TO RESCIND** the prior vote for the TML Board to re-adopt the Town of New London Public Possession/Consumption of Alcoholic Beverages policy was made by Steve Solomon and **SECONDED** by Sherry Williams. The motion **PASSED UNANIMOUSLY**.
- Building Assessment: Crystal suggested in relation to the building inspection that the Board give authorization for Steve Solomon and Jerry Coogan to finalize the agreement with Rich Burns and sign on behalf of the board. Steve asked for Jerry to be the liaison since he will be out of town for the meeting, and that the letter has been drafted to Rich. Jerry suggested to work in connection with Eula Kozma, board chair.
 - A **MOTION TO APPROVE** Jerry Coogan to be allowed to negotiate and work with Rich Burns on the behalf of the board, and to authorize Eula Kozma to sign off on the final letter with Rich Burns was made by Sherry Williams and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.

DIRECTOR'S REPORT

- Adult Services: In process of planning Library Lovers month for February. Possible informal celebration of the Library during the week of 2/20/23 that will include activities, focus on adults, and possible open house with board, friends and garden meet and greet. Sherry Williams inquired about the "Big Read." Crystal explained the grant funded program that is a community wide where the goal is to have as many people read the same book and participate in discussions to further enrich their reading experience. The Library has submitted an application for the program.
- Digital Resources: Hoopla has been steadily increasing with a 246 average borrow per month, most user friendly and has up to 6 borrows per month and has 118 new users in 2022. Overdrive has declined slightly throughout the year but averages 859 checkouts per month. It has long hold lists because it is statewide. The app for Overdrive is Libby. Old Overdrive app is sunsetting and users will have to switch to Libby app. Consumer reports was the Library's most popular informational database resource in 2022.
- Professional development: Monthly staff meetings are either in zoom or in person have been planned throughout the year with one full day training in September to focus on learning from

different staff members. New photocopier has been installed and is working great. It now has a service contract and no more monthly expense.

- Youth Services: Ben is partnering with Town Recreation department for winter carnival.
- Circulation: Jerry Coogan inquired about what a unique borrower is. Crystal explained that a unique borrower is a patron being only counted once per month even though they may have checked out multiple materials. Jerry Coogan also asked how the Library keeps track of the number of patrons coming in. Crystal explained about the door counter. December 2022 was the busiest month.

COMMITTEE REPORTS

- Personnel and Policy: Sherry Williams stated that the committee meets on 1/23/23. She will add the Town of New London Public Possession/Consumption of Alcoholic Beverages policy to the agenda.
- Friends of Tracy: Crystal stated that they had their meeting 1/09/23 to approve their calendar year budget which includes \$27,000 of expenditures for the Library. The Friends pays for these expenditures directly. They added category for staff per Crystal request. Friends set aside money from their reserves to fund special projects and possibly have more because lack of spending during COVID.
- Garden at Tracy: Eula Kozma stated that they will revisit ~~proposed changes for~~ the MOU. There is no update on the estimate for the irrigation system. Board did express the need for 3 quotes and are waiting for the Garden to contact board with updates.

OPEN DISCUSSION

- Joanne Palmisano announced the New Hampshire Library Trustees Association has set their conference for 5/09/23 in Concord, NH. The theme is *First Amendment: Censorship & Advocacy*.
- Jerry Coogan asked about next steps in the Emergency Management presentation from Lou Botta. Crystal stated that it was referred to the Facilities Committee for the end of February/beginning of March before the current terms end.

ANNOUNCEMENTS

- Filing period for candidates for Library Trustees: January 25-February 3, 2023, by 5:00 pm. If filing on the last day must be there in person to submit paperwork.
- Sara Scheuch offered to be a contact person for the Library Trustee candidates. Crystal stated there is an announcement going in next week's Shopper and it will be posted at the Library. The Library Director's email address is the main contact point. Emails will be forwarded to Sara.

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 AND BOARD OF TRUSTEES MEETINGS

- Personnel & Policy Committee: Monday, January 23 @4:00pm
- Board of Trustees Regular Meeting: Wednesday, February 15 @5:00pm
- CANCELLED Board of Trustees Regular Meeting: Wednesday, March 15 @5:00pm

OTHER MEETINGS

- Town Budget Public Hearing, Wednesday February 8 @6:30pm, Whipple Hall
- Town Election, Tuesday March 14 @7:00am-7:00pm, Whipple Hall
- Town Meeting, Wednesday March 15, @7:00pm

A **MOTION TO ADJOURN** the meeting was made by Jerry Coogan and **SECONDED** by Sherry Williams. The motion **PASSED UNANIMOUSLY**.

ADJOURNMENT 5:59 pm

Respectfully Submitted,
Nicole Swanson