

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, February 15, 2023

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

Absent: Sara Scheuch, Steve Solomon

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

APPOINTMENTS

- None at this time.

PUBLIC COMMENT

- None at this time.

MEETING MINUTES

- A **MOTION TO APPROVE** the minutes of the January 18, 2023 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 \$917.
- A **MOTION TO APPROVE** cash donations was made by Jerry Coogan and **SECONDED** by Joanne Palmisano. The motion **PASSED UNANIMOUSLY**.

OLD BUSINESS

- FY2024 Budget Update
 - Crystal attended the final Town budget meeting and public hearing on 02/08/23. There were no specific questions or changes for the Library, however, there was an inquiry about where to find the Library's itemized budget. Crystal suggested posting the proposed budget and final budget on the Library website moving forward, and to go to the same level of detail as other Town departments. Eula Kozma asked about having previous years posted. Crystal will consult with Sara Scheuch.
 - Crystal shared an update about the Town's COLA for FY 2024. Typically, the Selectmen announce the COLA increase for Town Employees in the early Spring, and then the Library Board of Trustees will make a decision on the COLA for Library Employees. Increases for the Town employees and the Library employees are handled differently. Usually, the Library Board waits until the Town decides on their numbers to finalize its COLA increase. However, this year the Town's timeline may not be the same, and the Library Board may need to consider this matter prior to the Town's decision. Crystal suggested that this topic should be on the Library Board of Trustees agenda in May 2023.
- Town Elections Update
 - Crystal stated that there are 3 candidates for Library Board of Trustees: Joanne Palmisano, Steve Solomon, and Thomas Carley. All 3 submitted bios and they are posted on the Library's website and at the circulation desk. Voting will be on Tuesday, March 14, 2023 from 7am to 7pm.

- FY2023 Budget Reporting Update
 - Crystal stated that previously quarterly expenses were distributed evenly across 12 months. The Library pays a double payment invoice in June for goods and services. Sara Scheuch suggested to go through the budget and update those lines so the percentage of year to date will more accurately reflect where the Library should be. Crystal's last quarterly report was formatted that way. She will update reports in the audit files. This does not change the amount of money budgeted during the year, it just changes the breakdown to month to month.
- Building Inspection Update
 - Crystal stated that the engineering assessment of the building took place on 01/30/23 and the Facilities Committee is waiting on the report from Rich Burns. Jerry Coogan will follow up with Rich and the Facilities Committee. At this time there is no signed agreement.
 - Jerry Coogan asked about financial compensation for Rich. Crystal stated that Rich will invoice the Library for the assistant he brought in for his time but not for his own time. Rich will provide the assessment and report pro bono.
- Policy Review- Town of New London Public Possession/Consumption of Alcoholic Beverages
 - Sherry Williams stated the Personnel and Policy Committee met regarding the policy and deemed that the lines of authority are unclear and some research needs to be done. Committee recommends that the Library to follow the Town policy for now, and any requests will have to be forwarded to the Board of Selectman.

NEW BUSINESS

- Policy Review: Appendix 1
 - Sherry Williams stated that last year Crystal noticed that two ALA policies, Bill of Rights and Code of Ethics, were out of date. The Policy and Personnel Committee obtained copies of the updated policies and brought them to the Board to review and discuss. The Board adopted those versions in February 2022. Since the new policy process was very new last year, the Committee missed the opportunity to ask the board to readopt the unchanged Freedom to Read Statement. None of the three ALA documents have been changed since February of 2022. The Committee recommends that the Board readopt all of these including the Freedom to Read statement.
 - A **MOTION TO APPROVE** the readopted unchanged Freedom to Read statement was made by Jerry Coogan and **SECONDED** by Judy Fox. The motion **PASSED UNANIMOUSLY**.
- Staffing Update
 - Crystal received a letter of resignation from Missy Carroll effective on February 10, 2023. She was subbing for the book club and some circulation desk hours from May 2022 to February 2023. No need to rehire because her hours were very few. The Library is now at 13 employees down from 14.
 - A **MOTION TO ACCEPT** the resignation was made by Sherry Williams and **SECONDED** by Joanne Palmisano. The motion **PASSED UNANIMOUSLY**.

DIRECTOR'S REPORT

- Crystal stated that there are no statistics this month and that she is working on a new format to begin in April.

- Administrative: Crystal has established a safety committee for the Library. This committee will meet monthly and will prioritize our efforts to increase safety for Library staff and patrons.
- Circulation: The glass display cabinet is shifting focus and will feature “curious collections” from the community. LJ is managing the project and process. Anyone can apply by filling out an application. The case is booked until May 23.
- Ground and facilities: The Library has had professional snow removal on the roof on 2 occasions this winter over the slate roof and where the melting snow created dams. The Library is using Weather Tech for the service. The Library has funds for the service and it is preventing future damage.
- Youth Services: Ben is working on an early learning relaunch of our “1,000 Books Before Kindergarten.” When the program is completed, the children will get to add a personalized book plate into a picture book of their choice. This initiative is being funded by the Friends.

COMMITTEE REPORTS

- Facilities: Jerry Coogan asked about next steps in the Emergency Management presentation from Lou Botta. Crystal stated that it was referred to the Facilities Committee meeting for the beginning of March.
- Personnel and Policy: Joanne Palmisano mentioned the MOU for the Friends has been referred to the Committee. Crystal stated that it is on the agenda for the next Personnel and Policy meeting.
- Friends of Tracy: none at this time.
- Garden at Tracy: none at this time.

OPEN DISCUSSION

- February 21 Open House
 - There will be 6 tables set up in the meeting room – Board of Trustees, Friends of Tracy Memorial Library, Garden at Tracy Library, Adult Services with Beth Conduct, Youth Services with Ben Cote, and Digital Services with Justin Levesque. The Library Director will be giving tours. There will be a prize drawing and refreshments. There will be no program or presentation given.

ANNOUNCEMENTS

- None at this time.

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: Wednesday, February 22 @4:30pm
- Facilities Committee: Wednesday, March 1 @4:00pm
- CANCELLED Board of Trustees: Wednesday, March 15 @5:00pm
- Board of Trustees: Wednesday, April 15 @5:00pm

OTHER MEETINGS

- Tracy Memorial Library Open House, Tuesday February 21 @5:00-7:00pm
- 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**.

ADJOURMENT 6:09 pm

Respectfully Submitted,
Nicole Swanson