

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, April 19, 2023

Present: Thomas Carley, Gerald Coogan, Judith Fox, Eula Kozma, Joanne Palmisano, Sara Scheuch, Steve Solomon, Sherry Williams, Director Crystal Schimpf

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

PUBLIC COMMENT

- None at this time.

MEETING MINUTES

- A **MOTION TO APPROVE** the minutes of the February 15, 2023 meeting of the Tracy Memorial Board of Trustees was made by Gerald Coogan and **SECONDED** by Joanne Palmisano. The motion **PASSED UNANIMOUSLY**.

ACCEPTANCE OF CASH DONATIONS

- Library received donations in the amount of \$132.
- A **MOTION TO APPROVE** cash donations was made by Steve Solomon and **SECONDED** by Gerald Coogan. The motion **PASSED UNANIMOUSLY**.

ELECTION OF OFFICERS

- Eula Kozma reviewed current position holdings and reviewed each office.
- A **MOTION TO APPROVE** the incumbents be re-elected to their current positions if they will accept it was made by Gerald Coogan. After a brief discussion, Gerald Coogan **RESCINDED** his motion.
- Eula Kozma nominated Sherry Williams to serve as Board Chair and Joanne Palmisano to serve as Vice Chair.
- Sara Scheuch confirmed that she is interested in continuing to serve as Treasurer.
- A **MOTION TO APPROVE** the slate of officers as follows: Sherry Williams as Chair, Joanne Palmisano as Vice Chair/Secretary, Sara Scheuch as Treasurer was made by Eula Kozma and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.

APPOINTMENT OF COMMITTEES & LIAISONS

- Budget Committee
 - A **MOTION TO APPOINT** both Sara Scheuch, and Gerald Coogan to the Budget Committee was made by Judith Fox and **SECONDED** by Sherry Williams. The motion **PASSED UNANIMOUSLY**.
- Facilities Committee
 - A **MOTION TO APPOINT** both Steve Solomon, and Gerald Coogan to the Facilities Committee was made by Judith Fox and **SECONDED** by Sherry Williams. The motion **PASSED UNANIMOUSLY**.

- Personnel & Policy Committee
 - A **MOTION TO APPOINT** both Eula Kozma, and Joanne Palmisano to the Personnel & Policy Committee was made by Judith Fox and **SECONDED** by Sherry Williams. The motion **PASSED UNANIMOUSLY**.
- Garden at Tracy Library Liaison
 - A **MOTION TO APPOINT** Judith Fox as the Garden at Tracy Library Liaison was made by Judith Fox and **SECONDED** by Sherry Williams. The motion **PASSED UNANIMOUSLY**.
- Friends of Tracy Memorial Library Liaison
 - A **MOTION TO APPOINT** Joanne Palmisano as the Friends of Tracy Memorial Library liaison was made by Judith Fox and **SECONDED** by Sherry Williams. The motion **PASSED UNANIMOUSLY**.
- Check Signers
 - After a brief discussion, Eula Kozma nominated Sara Scheuch and Judith Fox to be check signers along with Director Crystal Schimpf.
 - A **MOTION TO APPROVE** both Sara Scheuch, Judith Fox, and Crystal Schimpf as check signers on the Tracy Memorial Library accounts at Bar Harbor Bank and Mascoma Bank, and removing Steve Solomon, was made by Steve Solomon and **SECONDED** by Joanne Palmisano. The motion **PASSED UNANIMOUSLY**.

NEW BUSINESS

- Candidate for Alternative Trustee
 - Thomas Carley was the first runner up in the 2023 Town election. Valuable to offer the first runner up the alternate Board of Trustee position.
 - A **MOTION TO RECOMMEND** Thomas Carley as an Alternate Trustee to the Board of Selectmen for a one-year term was made by Steve Solomon and **SECONDED** by Judith Fox. The motion **PASSED UNANIMOUSLY**.
 - Both Sherry Williams and Crystal will work on a trustee orientation for Thomas.
- Use of Garden at Tracy Library Applications
 - Composting Demonstration - Waste Reduction Committee (April 22, 2023)
 - Town committee requesting for Saturday 4/22/23 patio use by the youth services door for a composting demonstration in conjunction with their meeting room use. Rain date will be Saturday 4/29/23. Follows guidelines for use of the garden.
 - A **MOTION TO APPROVE** formally the acceptance of the composting demonstration was made by Gerald Coogan and **SECONDED** by Joanne Palmisano. The motion **PASSED UNANIMOUSLY**.
 - Garden Party - Garden at Tracy Library (June 25, 2023)
 - The Garden at Tracy Library requests use of the Garden from 12pm to 5pm, Sunday 6/25/23, for their annual event. They anticipate about 100 in attendance. Request includes placement of a tent for shelter from rain or high heat. The tent and some chairs will be installed Friday 6/24/23 through Monday 6/26/23. Crystal checked with library staff and it was okay and might offer a library program using the tent as well on Saturday.
 - A **MOTION TO APPROVE** the Garden at Tracy Library application was made by Judith Fox and **SECONDED** by Eula Kozma. The motion **PASSED UNANIMOUSLY**.
- Meeting Room Use Expectations
 - Board Meeting - Friends of Tracy Memorial Library (select Mondays)

- Formal application for TML fundraising partner, Friends of Tracy Memorial Library, to have bimonthly meetings on usually the second Monday of the month from 3:45 to 5:15 for about ten people. Because the meeting occurs outside normal TML business hours, the TML Board of Trustees must approve the exception to the published meeting room policy. Crystal participates in the meeting with a Board member liaison.
 - A **MOTION TO APPROVE** the use of the meeting room on the requested dates and time was made by Steve Solomon and **SECONDED** by Gerald Coogan. The motion **PASSED UNANIMOUSLY**.
- **FY2023 Q2 Financial Reports**
 - Sara Scheuch addressed correction in the report – section A should say Q3 not Q2 and items 1 and 2 should say Q3. She stated the highlights of the report – budget and year--to-date was within 2% of income. Total expenses for Q3 were \$176,300.33. That was below budget in several areas but are all explainable with payroll being the biggest. This was due to the 2 resignations of staff who had accrued vacation time and got payouts. For future years Crystal put in enough money to be able to cover for 1 vacation time payout. The benefits line had a slight error by the Town but they corrected it all in February. Year to date both payroll categories are correct. There can not be movement of money from one category to another, the library must underspend in another category. The insurance/audit was way down but will be paid in April. The audit was done with no changes. There are no areas of concerns.
 - Gerald Coogan inquired who prepares reports for library. Sara stated that individual contractor, Patsy Stevenson does them and that Sara reviews it every month.
- **Tree Removal - Red maple near bike rack**
 - Crystal stated that a red maple tree needs to be removed. It is a hazard, nearly dead and is growing fungus. The tree is located in front of the building along the walkway by the bike rack. The tree's condition was reported to TML last year when the contractor used by the Town trimmed TML trees. Crystal had another arborist at Chippers look at the tree, and then consulted with the Town. Since Chippers has done work on the library grounds, Crystal asked them to submit a quote. The quote falls within maintenance budget. Quote includes the removal of the tree, stump grinding and planting another red maple or a similar tree in same general location.
 - Joanne Palmisano asked if the wood could be donated to Kearsarge Partners if wood is good. Crystal will ask Chippers.
 - A **MOTION TO APPROVE** the removal of the red maple tree and stump was made by Sara Scheuch and **SECONDED** by Joanne Palmisano. The motion **PASSED UNANIMOUSLY**.
- **Placement of New Bike Racks**
 - Friends of Tracy Memorial Library and the Bike/Walk Coalition will replace existing bike racks and add two additional bike racks on the library property . Crystal has consulted with Russ Moore (Bike/Walk Coalition) and the Town and before making the decision on the two bike racks. Each rack can hold up to 12 bikes. One permanent placement and 1 semi-permanent placement –Town said placements will not be a burden for their yard work. Will have to make sure placements will not affect irrigation lines. The Town is covering most of the cost of the installation and the Friends of Tracy Memorial Library is covering the cost of the bike racks.

- Sherry Williams asked about the irrigation system timer and whether bikes in the racks might get wet. Crystal stated the sprinklers are unlikely to affect the bikes.
- A **MOTION TO APPROVE** the bike racks was made by Gerald Coogan and was **SECONDED** by Eula Kozma. The motion **PASSED UNANIMOUSLY**.
- **COLA Increases**
 - Crystal discussed the Cost-of-Living (COLA) increase for 2024. The budget that was submitted to the town meeting included a 1.5% COLA place holder and 2.5% step increase. At the time, the library didn't know what the town would approve because this year they handled it in a different way. The Board of Selectman approved a 5.52% COLA increase.
 - Sara Scheuch asked about the pay grade structure. Crystal stated that the step is yearly at 2.5% until employee gets to the top and takes effect in July 2023.
 - Steve Solomon asked about how the raise got submitted to the town meeting. Crystal explained the submitting of the detailed lines that the Board of Trustees approve.
 - A **MOTION TO APPROVE** the COLA adjustment of 5.52% and a step increase of 2.5% for a total of 7.75% increase was made by Eula Kozma and **SECONDED** by Sherry Williams. The motion **PASSED UNANIMOUSLY**.

OLD BUSINESS

- **FY2024 Budget Update**
 - The budget passed at Town meeting. There were no concerns presented at the meeting. Will work with Patsy Steverson in July.
- **Building Assessment Update**
 - Rich Burns' assessment report was received and the TML Facilities Committee will be meeting with him on 4/28/23 to discuss and ask questions.
 - Jerry Coogan stated there are no areas of major concern but there are some minor things. The committee will get the cost estimates and will share them with Frank Anzalone, local builder and former TML trustee. Repairs timetable to be discussed.

DIRECTOR'S REPORT

- Crystal discussed the new reporting format. There are three sections: First column is the priorities; second is the key performance categories and set goals. These Stats are reported to both the Town and State. The third column is taking one area in the library and breaking it down to better understand. There was a discussion on thoughts, ideas and what the Board would find helpful and like to see about the new format.
- Highlights of the report
 - Administration has set internal goals for 2023 from the annual report. General increase of 10% or more for 8 data points.
 - For Adult Services in October/November the library was approved for a statewide reading program grant. The book that was selected was *The Bear* by Andrew Krivak, a New Hampshire author. Library will be working on programs to go along with the book.
 - The Parenting and Family collection will be moving from the main floor stacks down to the youth department.
 - In April, both Crystal and Sara Scheuch attended the Citizens Committee meeting where they discussed the library's budget process.
 - Judith Fox is helping Crystal review TML investment accounts.
 - Looking to hire a Summer Programs Intern for a 3-month position. Approved in 2023 budget.

- Professional development - all staff have been receiving training for helping patrons who have service animals and how to handle a First Amendment audit.
- Data collection
 - Helps to inform decision making. Currently 10 digital platforms – currently looking at downloadables. Includes streaming movies, digital magazines, ebooks, audiobooks. Want to increase this.

COMMITTEE REPORTS

- Facilities Committee
 - Gerald Coogan stated that there is a meeting on 4/28/23 with Rich Burns to go over the building inspection report. Then the committee will meet for their regular meeting on 5/10/23.
- Personnel & Policy Committee
 - Eula Kozma stated that the committee is working on preparations for the strategic planning process. She contacted five consulting firms for proposals. Three were received. Eula will contact library trustees listed as references in the proposals. Crystal will contact library directors listed as references. Eula and Crystal will report on their calls with the references at the committee's April 26 meeting. At that meeting, the committee will discuss the proposals and phone conversations with references, and review evaluation rubrics developed by the committee. The committee's recommendation will be presented to the Board at the May board meeting..
- Budget Committee
 - Sara Scheuch stated that there were no updates. The committee will meet in July 2023 to start discussing and working on the 2025 budget. This budget needs to be done by the second week in September.
- Friends of Tracy Memorial Library
 - Joanne Palmisano discussed the final preliminary MOU. The Friends do not have an insurance policy so Crystal is looking into the insurance. Next step is to have Carrie Bouton, President of the Friends of Tracy Memorial Library, and the Friends board review the draft MOU, make comments, and make sure they are comfortable with everything that is represented in the MOU. Then, it will go to final signature.
- Garden at Tracy Library
 - Crystal gave update that discussions with The Garden at Tracy Library about the irrigation system are on hold while Sally Dean, Head Gardener for The Garden at Tracy Library, evaluates irrigation system needs.

OPEN DISCUSSION

- Steve Solomon talked about the First Amendment Audit webinar he attended. Sherry Williams also attended. The Board briefly discussed the matter. Crystal stated the procedure for TML staff dealing with a First Amendment Audit..

CONTINUING EDUCATION

- NHLTA conference on 5/9/23. Steve Solomon, Sherry Williams, and Crystal are all attending. It's an in-person only meeting. They will share the information.
- Sherry Williams shared that on 6/1/23 will be the Local Official Hybrid Workshop for town officials from 9am to 4 pm. Can attend on Zoom or in-person in Concord. The meeting is free to NHMA members. The Town of New London is an NHMA member.

- Sherry Williams distributed an appendix to the New Hampshire Library Trustees Manual. In December the association expanded its Intellectual Freedom statement and issued it as an appendix to the manual
- Sherry Williams attended the NHMA *Right To Know Workshop* this morning. She will send meeting handouts to the Board next week.

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 BOARD OF TRUSTEES MEETINGS

- Personnel & Policy Committee: Wednesday, April 26 @5:00pm
- Facilities Committee: Friday, April 28 @1:00pm
- Facilities Committee: Wednesday, May 10 @4:00pm
- Board of Trustees: Wednesday, May 17 @5:00pm

A **MOTION TO ADJOURN** the meeting was made by Gerald Coogan and **SECONDED** by Sara Scheuch. The motion **PASSED UNANIMOUSLY**.

ADJOURNMENT 6:40pm

Respectfully Submitted,
Nicole Swanson