

**TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**Wednesday, May 17, 2023**

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

**Absent:** Judith Fox, Joanna Palmisano, Sara Scheuch

Meeting was called to order by Sherry Williams at 5:02 pm.

**PUBLIC COMMENT**

- None at this time

**MEETING MINUTES**

- A **MOTION TO APPROVE** the minutes of the April 19, 2023 meeting of the Tracy Memorial Board of Trustees was made by Steve Solomon and **SECONDED** by Eula Kozma. The motion **PASSED UNANIMOUSLY**.

**ACCEPTANCE OF CASH DONATIONS**

- Library received donations in the amount of \$31.
- A **MOTION TO APPROVE** cash donations was made by Eula Kozma and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.

**NEW BUSINESS**

- Remote Attendance
  - Sherry Williams suggested to defer topic to next month's meeting. She will provide information about the Right to Know Law remote attendance and what technology would be needed. This would be a great way in supporting members if they are away and would like to connect to the meeting.
- Use of Garden at Tracy Library applications
  - Center for the Arts
    - Requesting the use of the garden for the afternoon/early evening of Friday 8/4/23. They are collaborating with the Barn Playhouse and plan on having 35 participants. Refreshments will be served and it is open to the public.
  - Barn Playhouse
    - Requesting Thursday 7/20/23 to Saturday 7/22/23 from 8am to 4pm for their Junior Intern Program Shakespeare production. Furniture will be brought in and removed. Dress rehearsals will be for 2 days. Performance is open to the public and while no refreshments will be served, people will bring them. The Barn will clean up after the production. The production is open to the public.
  - A **MOTION TO APPROVE** both uses of the garden for the Center of the Arts and The Barn Playhouse was made by Jerry Coogan and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.
- Staffing Update
  - Crystal stated that a summer intern for programming with a focus in youth services has been selected to work a 16-hour week from 5/24/23 to 9/2/23. Chelsea Chance Bennett has moved to the area from Texas and is currently in library school.

- A **MOTION TO APPROVE** the hiring of Chelsea Chance Bennett as a summer intern for 2023 was made by Steve Solomon and **SECONDED** by Eula Kozma. The motion **PASSED UNANIMOUSLY**.
  - Assistant Director, Justin Levesque submitted a letter of resignation stating his last day will be on 06/01/23.
    - A **MOTION TO APPROVE** the acceptance of Justin Levesque's resignation letter as Assistant Director was made by Steve Solomon and **SECONDED** by Eula Kozma. The motion **PASSED UNANIMOUSLY**.
    - Moving forward, there will be no changes to the Assistant Director's job description. Crystal will be reaching out to previous finalists. The timeline is to post the job on 5/18/23, decisions for candidates will be late July/early August, and will have a start date after Labor Day.
    - Eula Kozma asked about process details, and if having a Board member in a supportive role would help. Crystal explained the current process and a brief discussion. The discussion will continue at the next Personnel and Policy Committee meeting.
  - Crystal stated that since the library is losing a full-time staff member, and another staff member is out on medical leave for an undetermined time, and with the upcoming busy summer season she is looking to add a temporary seasonal circulation substitute. The substitute would work for 3 months, be hourly, and work a minimum of 4 hours to 16 hours per week. The job description is the same as a Circulation Assistant and will be on the same pay grade.
    - A **MOTION TO APPROVE** the addition of a temporary circulation substitute position was made by Jerry Coogan and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.
    - Moving forward, the hire would be on a quicker timeline. Position will be posted on 05/18/23 and will be filled as soon as possible to be approved by the Board in June.
- Strategic Planning Consultant Recommendation – Personnel & Policy Committee
  - Eula Kozma discussed the process/rubric the Personnel and Policy committee used to look for Strategic Planning Consultants. The 2 finalist proposals are from ReThinking Libraries and Library Strategies. Both proposals were shared. A discussion followed. The Personnel and Policy Committee recommended using ReThinking Libraries who had a very comprehensive proposal, vast experience and came with both great referrals and high marks.
    - A **MOTION TO APPROVE** the acceptance of the recommendation from the Personnel and Policy Committee to use ReThinking Libraries as a strategic planning consultant was made by Steve Solomon and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.
    - The next steps will be for Eula to reach out to the finalists about the decision, and will get a contract from ReThinking Libraries. A brief discussion about the process of signing the contract followed.
    - A **MOTION TO APPROVE** the authorization of Board Chair, Sherry Williams, to sign/enter the contract with ReThinking Libraries for a dollar amount no greater than \$20,800 plus expenses with a retainer paid upon signing was made by Eula Kozma and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.
- Indoor Air Quality Inspection & Remediation Recommendation
  - Crystal shared the reports the library received from the air quality inspection by Purley Green. There were several remediation recommendations. None require the immediate

need to close or limit access to building. There is a common allergen in the air on the main floor that can cause various reactions. Currently, 1 staff member is affected by it. This is not toxic for all but is an allergen for some and comes from the outside environment.

- Minor HVAC repairs need to be done. Crystal has already contacted the company that the library currently uses to give it a look.
- 2 potential roof leaks. Crystal has a company coming to inspect them and had the town inspect it. Possibly due to wind and rain. There is only moisture and no mold.
- Deep cleaning of ducts and carpets. Crystal will get a company who works with mold removal.
- Once these issues are addressed, Purely Green will come out to retest the library. Crystal recommended delaying the replacement of carpets and upholstery. Will get everything cleaned and will see what retest shows. On the storm windows in between windows in the reading room, there is some growth of mushrooms which she recommended fixing when doing the exterior work on the building. Also, the HVAC and duct cleaning should be on future maintenance schedules. A discussion followed on reports. The deep cleaning is an unbudgeted expenditure. Crystal will get two or three estimates. She feels confident that that the work will fit into the current budget.
  - A **MOTION TO APPROVE** moving forward with the threshold of \$7,500 for the deep clean was made by Jerry Coogan and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.

#### OLD BUSINESS

- Board decision re: approval of committee minutes (from July 20,2022)
  - Sherry Williams discussed the decision from the July 2022 Board meeting to review committee minutes in the Board meetings. Since some committees may not meet every month, their draft minutes may not be approved for some time. At the time, the previous Board decided to vote on approving committee minutes in the Board meeting. The current Board discussed it and decided that the approval of meeting minutes for committees should stay with the committees and not cross into the Board for approval.

#### DIRECTOR'S REPORT

- Crystal stated the tree removal has taken place and Kearsarge Neighborhood Partners will be picking up the wood. There was a brief discussion if the replanting of a tree was needed. Replant will not be done until the fall, so it will be revisited at that time.
- Crystal discussed the summer programming for the library. Adult services will have a BINGO card and the youth will also be doing 4 programming events.
- The focus on facilities has a lot of priorities. The Facilities committee will identify what to focus on and move forward. Crystal described the difference between maintenance and repairs and discussed the policy if any unbudgeted expenditure is over \$1,000 it must go to the Board for approval. The Facilities committee will help to get quotes.

#### COMMITTEE REPORTS

- Budget: Committee established a timeline of mid-September to have the library's budget done and approved by Board to go to the Town.
- Facilities: Building evaluation was reviewed with Rich Burns. Committee prioritized what needed to be done, will start with health and safety concerns first. Also, in the midterm to discuss the generator. Crystal made a tracking chart of projects with the committee.
- Personnel and Policy: None at this time other than what was previously discussed in the meeting earlier with the Strategic Planning.

- Friends of Tracy: Have an upcoming Local Author Series presentation on Tuesday, May 30<sup>th</sup> at 6:30pm by local author, Susan Lynch.
- Garden at Tracy Library: Will have their Garden Party on Sunday 6/25. Update on the irrigation system – the Garden is looking to see what the weaknesses are in the current system and are still exploring what issues they are having to have repaired first before extending the system.

## OPEN DISCUSSION

- NHLTA Conference Report
  - Jerry Coogan shared his highlights and gave out handouts on chapter 202A which covers library hot topics. Sherry Williams will share her information via email to the Board. Crystal stated she attended a workshop on seeking grants, and got great advice and guidance. All information from conference is shared on NHLTA website under the conference resources.
- Thomas Carley inquired about the CD accounts for library gift and trust funds reported in the Town's annual report. A discussion followed. Crystal stated that Judy Fox is currently working with Crystal to see what the funds can be used for. The investment policy can be seen in the library manual. Crystal will get details of CDs from Mascoma Bank . The Board decided to put it on at the agenda for the next meeting to discuss more in detail.

## ANNOUNCEMENTS

- NHLTA website: <https://www.nhlta.org/>
- Local Officials Hybrid Workshop (NHMA): Thursday, June 1, 2023 – 9:00am to 4:00pm – FREE
- Right-to-Know Law and Public Meetings Webinar (NHMA): Tuesday, June 13, 2023 – 12:00pm to 1:30pm – FREE

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

- Facilities Committee: Friday, May 26 @4:00pm
- Personnel & Policy Committee: Wednesday, May 31 @5:00pm
- Facilities Committee: Wednesday, June 7 @5:00pm
- Board of Trustees: Wednesday, June 21, 2023 @5:00pm

## OTHER MEETINGS

- Town Budget Committee: Wednesday, May 24 @6:30pm (Syd Crook Conference Room, 375 Main St.)

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

**ADJOURNMENT** 6:30pm

Respectfully Submitted,  
Nicole Swanson