

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, June 21, 2023

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

Meeting was called to order by Sherry Williams at 5:01 pm.

PUBLIC COMMENT

- None at this time

MEETING MINUTES

- A **MOTION TO APPROVE** the minutes of the May 17, 2023 Tracy Memorial Board of Trustees meeting was made by Jerry Coogan and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.

ACCEPTANCE OF CASH DONATIONS

- Library received donations in the amount of \$514.
- A **MOTION TO APPROVE** cash donations was made by Sara Scheuch and **SECONDED** by Eula Kozma. The motion **PASSED UNANIMOUSLY**.

NEW BUSINESS

- Remote Attendance

Sherry Williams provided a pre-read to discuss the option of allowing for limited remote participation at TML Board of Trustee meetings. Of note: New Hampshire law (RSA 91-A:2, III) permits public officials to attend meetings via remote connections, but only if the member's attendance is "not reasonably practical." An in-person quorum is required at all TML Board of Trustee meetings, as these meetings are open to Public attendance. The Board discussed the option of allowing for limited remote attendance, including the requirements for pre-meeting/in-meeting technical logistics, criteria of "not reasonably practical", advance notification of an absence, and general agreement by consensus that this option is acceptable to the Board providing that the above considerations are adequately addressed.

Joanne Palmisano raised a question about limiting the frequency of meetings if significant absences were anticipated. By NH law, 6 regular meetings are required annually. Crystal noted that the TML Board is a governing board with issues requiring a majority vote, best addressed by monthly meetings, however, meeting cancellations are considered (and have occurred) if no urgent business is anticipated. Future action: The board is open to exploring further and drafting up guidelines for remote attendance. Crystal stated that the criteria can be added to the bylaws. Proposed Investment Committee

At present, it was decided that establishing a new Investment Committee could be postponed and individuals on the Board could undertake further evaluation of our investment options. Currently the library has 3 Certificate of Deposit (CD) accounts with Mascoma Bank with maturity date Jan2025, earning limited interest. The Board briefly discussed the information needed to assess a decision of maintaining these accounts until maturity OR of withdrawing these funds (with potential penalties) to repurpose them into

higher interest earning options (CDs or T-bills). Jerry Coogan recommended a discussion with Moscoma on waiving any penalties for withdrawal for the library accounts. Sara Scheuch recommend discontinuing automatic renewals. Crystal suggested an option to consider investment in The NH Charitable Association; funds there earn higher interest and can be withdrawn without penalty. Both Steve Solomon and Judy Fox will work on gathering additional information and bring a preliminary proposal at the July meeting.

OLD BUSINESS

- Staffing Update
 - Currently there are 2 staff members out on medical leave and the assistant director position is vacant. The substitute circulation assistant position had 15 applicants, 6 went to screening, 3 came in for interviews and position offered to 2. Erin Garcia and Madeline Reno will be starting on 06/27/23 and will be temporarily until 09/30/23. If needed after that it will go back to the board.
 - A **MOTION TO APPROVE** the hire of Erin Garcia, and Madeline Reno was made by Sara Scheuch and **SECONDED** by Joanne Palmisano. The motion **PASSED UNANIMOUSLY**.
 - The assistant director position has 20 applicants and the reviews will start next week.
 - Staff wage increase for fiscal year 2024 (COLA 5.25%, Step 2.5% - total 7.75%) will take effect on 07/01/23. All employees completed positive performance reviews. Sara Scheuch reviewed all numbers. She had no concerns and the numbers were correct and appropriate. Crystal will send document over to the town.
- Strategic Planning
 - Eula Kozma stated that herself, Crystal, and Steve reviewed the contract with ReThinking Libraries, submitted their changes and made an agreement. The initial payment was sent, and the kick off meeting will be held on 07/06/23. This will be a logistical planning process meeting that will be driven by a small steering committee consisting of 1-2 trustees, 1-2 staff members and the consultants. The board will then be brought in during appropriate times.
- Indoor Air Quality Inspection & Remediation

Crystal stated that there are currently 2 service providers working on quotes.

DIRECTOR'S REPORT

- Crystal stated the official report will be sent out to members next week.
- The summer reading program kick off is on Saturday, 06/24 with local author Matt Forrest Esenwine reading a story and conducting a craft. The event will have a tent set up, and it will also be used for the Garden Party the following day. The theme is, *All Together Now*, and involves community guests and organizations. There will be special story times and 4 additional programs throughout the summer. The adults can participate with a summer reading BINGO card. The program will end on 08/05.
- It is the end of the fiscal year, and the library is in good shape. Working on end of year purchasing and maintenance.

COMMITTEE REPORTS

- Budget: 2 weeks left in budget fiscal year. Both income and expenses are currently down. Library has spent the Town appropriation. Budget preparation for 2025 will begin this July.

- Facilities: Committee is working on ongoing projects – air quality, investigating responsibility of wall repair from neighboring property - looking to hire a surveyor, getting bids on repairing walkway for both short-term and long-term improvements.
- Personnel and Policy: Working with ReThinking Libraries for strategic planning.
- Friends of Tracy: May author event with writer Susan Lynch was successful.
- Garden at Tracy Library: Having their annual garden party on Saturday, June 25th at 2:00 pm. John Forti will be speaking.

OPEN DISCUSSION

- Sherry Williams approached the board about recommending Eula Kozma for the NHLTA Lillian Edelman Trustee of the Year award for all her work over her term of service. It is one of 6 awards presented. It is presented to an individual who has contributed to the NH public libraries in an extraordinary manner. Eula has led the way through the pandemic, the absences of having a director, the process in the hire of a new director Crystal, and a big sprinkler project. Sherry shared the process for the nomination and the deadlines.
 - A **MOTION TO APPROVE** the endorsing of Eula Kozma for the nomination of the NHLTA Lillian Edelman Trustee of the Year was made by Steve Solomon and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.

ANNOUNCEMENTS

- Annual Garden Party: Sunday, June 25 @2:00pm

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, June 28 @5:00pm
- Facilities Committee: Wednesday, July 5 @5:00pm
- Board of Trustees: Wednesday, July 19 @5:00pm

OTHER MEETINGS

- None currently.

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

ADJOURNMENT 6:06 pm

Respectfully Submitted,
Nicole Swanson