

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

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

Absent: Jerry Coogan

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 June 21, 2023 meeting of the Tracy Memorial Board of Trustees was made by Steve Solomon and **SECONDED** by Sara Scheuch. The motion **PASSED UNANIMOUSLY**.

ACCEPTANCE OF CASH DONATIONS

- Library received donations in the amount of \$123.
- A **MOTION TO APPROVE** cash donations was made by Eula Kozma and **SECONDED** by Sara Scheuch. The motion **PASSED UNANIMOUSLY**.

NEW BUSINESS

- FY2025 Budget Planning
 - Crystal shared a budget preparation schedule for fiscal year 2025. The budget is due to the town on Thursday 10/12/23. Crystal proposed an additional board meeting on 10/11/23 to approve the budget or replace the 10/18/23 monthly meeting with a 10/11/23 meeting. Before being submitted to the town, the budget needs to be fully approved by the board. Crystal also proposed adding a budget committee meeting on 9/25/23 to finalize the budget. Crystal will coordinate the additional budget committee meeting at their next meeting. A discussion followed on how to maximize the time to prepare the budget.
 - A **MOTION TO APPROVE** the rescheduling of the Board of Trustees 10/18/23 meeting to 10/11/23 was made by Steve Solomon and **SECONDED** by Sara Scheuch. The motion **PASSED UNANIMOUSLY**.
- Library Director Performance Review
 - Eula Kozma shared the results of the library director, Crystal's performance review. She discussed the process that the Policy and Personnel committee used. The committee shared the results with Crystal. Eula addressed the highlights, strengths, growth areas and continuing goals for Crystal.

OLD BUSINESS

- Mascoma Bank Library CD Accounts
 - Steve Solomon presented his initial findings of the 3 CD accounts to the board. He shared information on cashing CDs, penalties, investing precepts, and consulted with Joe Kubit, who is one of the Trustees of Trust Funds for the Town. A discussion followed about the approach to managing the CDs, and what it entails. The board has until January 2025 before the CDs mature. Crystal suggested to find other public municipal libraries in NH that

have a separate EIN (Employer Identification Number) that are not structured around the town from NHMA. Crystal also gave a further explanation of the breakdown of the 3 CD accounts with sub- funds, restrictions on principals and dividends. Both Steve and Sara will schedule an information gathering session with Mascoma Bank to discuss possible options.

- Remote Attendance
 - Sherry Williams suggested tabling the remote attendance discussion to another meeting. Other board members agreed.
- Strategic Planning
 - Eula Kozma shared that herself, Sherry Williams, and Crystal had a pre-kick off phone call with ReThinking Libraries. It was informative and the company suggested developing a timeline for what the library hopes to achieve. Both Sherry and Eula developed a rough timeline that Crystal will review. Once the draft schedule is complete, then it will be shared with the board. Crystal stated that the company suggested coming up with a task force that will include a board member and the 4 library managers. Also, with the recommendation of the company, Crystal proposed having a temporary administrative assistant position for the strategic planning process. A discussion followed about what the position would entail. The position would be offered to a qualified staff member for an additional 4-8 hours per week specialist role that will come out of the special project funds.
 - A **MOTION TO APPROVE** the hiring of a temporary strategic planning administrative assistant on an hourly basis from August 2023– March 2024 at pay grade 13 with a budget not to exceed \$5,000 without further board approval was made by Steve Solomon and **SECONDED** by Sara Scheuch. The motion **PASSED UNANIMOUSLY**.
- Indoor Air Quality Remediation
 - Crystal stated there are no further updates and is waiting for quotes from 2 companies. She will continue to work on the issue.

DIRECTOR'S REPORT

- Crystal stated that focus areas on future reports will be on hiatus until an assistant director is hired.
- On Saturday, 8/5/23, the Hospital Days parade will take place with the theme being Tomie DePaola. Ben is heading the work on a float trailer. Crystal has been selected to be a judge for the parade.
- Library is in its busiest time. The growth in the card holder base is growing larger. Had 46 new patron accounts since Memorial Day. Story times have had 65 plus attendees, Squam Lake Science Center program had the meeting room at full capacity. Crystal also got clarification on meeting room capacity, if no chairs and tables are out, the capacity is 100 people (as updated by the Town's Fire Inspector).

COMMITTEE REPORTS

- Budget: The fiscal year came to an end on June 30th. The library came in under budget for expenses. The end of year financial reports will be shared at the next meeting.
- Facilities: The committee is in the process of having a roof evaluation. There is also a problem with the accumulation of snow around the building exits. Committee is working on getting a person part time to clear the exits of snow. Committee also has an appointment with a generator company to possibly replace existing generator and possibility of getting a larger one that might be able to be used to make the library a shelter during a power emergency. Committee will receive the quote by the end of August. There is also a bid in to repair front walkway.
- Personnel and Policy: Working on Strategic Planning.
- Friends of Tracy: Working on programs and will be continuing their NH local author series.

- Garden at Tracy Library: The Garden party on 6/25/23 was a success with about 80 people in attendance. The irrigation request that was previously brought to the board is no longer necessary. The irrigation problem was diagnosed and a small repair and minor expansion of the system is being made with a private donors help. The club did find an issue with the fountain leaking. They are having it diagnosed and will possibly be submitting a proposal for financial assistance to the board. Crystal suggested for the Garden club to obtain quotes to submit with proposal.

OPEN DISCUSSION

- Trustee Orientation
 - Sherry Williams, Steve Solomon and Thomas Carley attended a trustee orientation through NHTLA. Steve suggested to other board members to watch a recording of an earlier orientation that is posted on the NHTLA website.
 - NHMA site also has great opportunities for further education. They also have a unit on boards.
 - Crystal stated that some towns and libraries in NH have received First Amendment Audits from out of state visitors. Staff have been trained. Both Sherry and Crystal recommended viewing the Webinar on the NHMA website.

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, July 26 @5:00pm
- Facilities Committee: Wednesday, August 2 @5:00pm
- Board of Trustees: Wednesday, August 16, 2023 @5:00pm

OTHER MEETINGS

- None at this time.

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

ADJOURNMENT 6:17pm

Respectfully Submitted,
Nicole Swanson