

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, August 16, 2023

Present: Thomas Carley, Judy Fox, Eula Kozma, Joanne Palmisano, Sara Scheuch, Steve Solomon, Sherry Williams

Absent: Jerry Coogan

The 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 July 19, 2023 meeting of the Tracy Memorial Board of Trustees was made by Sara Scheuch and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.

ACCEPTANCE OF CASH DONATIONS

- The Library received donations in the amount of \$337.
- A **MOTION TO APPROVE** cash donations was made by Joanne Palmisano and **SECONDED** by Sara Scheuch. The motion **PASSED UNANIMOUSLY**.

NEW BUSINESS

- **Assistant Director search**
 - The Board of Trustees discussed leaving the public session and going into a non-public session in accordance with RSA 91A and conducted a roll call vote.
 - A **MOTION TO APPROVE** leaving the public session and going into a non-public session in accordance with RSA 91A was made by Steve Solomon and **SECONDED** by Joanne Palmisano. The motion **PASSED UNANIMOUSLY** at 5:05pm.
 - Public session reconvened at 5:11pm.
- **FY 2023 Financial Report**
 - Sara Scheuch stated that the library came in under budget.. The full Town appropriation was spent. The FY 2023 books are closed, prepped and ready for the auditors.
- **Meeting Room Application**
 - The Garden at Tracy Library requested to use the meeting room on Monday, 10/23/23 for their volunteer thank you luncheon from 9:00 am – 1:30 pm. There will be non-alcoholic refreshments served.
 - A **MOTION TO APPROVE** the use of the meeting room on Monday, 10/23/23 was made by Steve Solomon and **SECONDED** by Joanne Palmisano. The motion **PASSED UNANIMOUSLY**.

OLD BUSINESS

- **FY2025 Budget Planning**
 - Crystal gave an update on the progress. The initial work has started with the Facilities Committee and will then move to the Policy and Personnel Committee in August. The

TML Budget Committee will look at it on 08/28/23. The Town Budget Committee will meet with TML department heads and a few trustees on Wednesday 08/30/23 @11:30am in the library meeting room.

- **Mascoma Bank CD Accounts: research and next steps**
 - Steve Solomon gave an update on the research of the accounts. A discussion followed of all the options. Judy Fox excused herself from the vote due to a conflict.
 - A **MOTION TO APPROVE** the closure of the library's 3 CD accounts prematurely and take the agreed upon penalty and remove approximately \$27,000 from the non-restricted CD to the library's checking account and roll the remaining funds in alignment with the restrictions of each fund into 6-month CDs at Mascoma Bank was made by Eula Kozma and **SECONDED** by Joanne Palmisano. The motion **PASSED UNANIMOUSLY**.
- **Strategic Planning**
 - Crystal stated that the kickoff meeting took place. She listed the next steps in the process. The process is going smoothly and making good progress.
- **Indoor Air Quality Remediation**
 - Crystal stated that the library has received 1 quote and is trying to get comparison quotes. There are no air quality issues that will require the library to close during remediation work.
- **Remote Attendance**
 - The Board briefly discussed Steve Solomon's draft of a definition of "not reasonably practical" to attend TML BoT meetings. The Personnel and Policy Committee will insert the draft into the bylaws so that Board members may see and review it in the context of the bylaws before voting.

DIRECTOR'S REPORT

- Crystal recapped the summer reading program. The library saw increases in its adult BINGO reading program with 43 registrations which is a 43% increase from last year. The youth department maintained their summer reading levels, but hosted 20 more events than last year, and there was a 76% increase in attendance. Circulation numbers have been up, and library attendance is 33% higher than in 2022. The new bike racks are in, paid for by the Friends of Tracy and installed by the town.

COMMITTEE REPORTS

- **Budget:** Working on FY2025 budget.
- **Facilities:** Steve Solomon stated that the committee is working on 3 major issues.
 - Air quality – waiting for an appropriate quote to do the cleaning of the library.
 - Stone wall – Jerry Coogan will contact local stone wall experts to arrange for evaluations of the wall's condition. Crystal is keeping the abutting neighbor informed.
 - Generator – Jerry Coogan is leading the effort to obtain quotes from generator companies for three purchase scenarios: 1) replace current generator with a generator with the same capacity; 2) upgrade to a generator with the next-level capacity; 3) upgrade to a generator that can support all library systems so that the library can remain open during a power outage. Jerry reported that a new generator would be in the same location.
- **Personnel and Policy:** Eula Kozma stated that the committee is working on the Strategic Plan. The committee is reviewing current policies and will look at the investment policy. Committee will also research what other libraries in NH are doing for their investments.
- **Friends. of Tracy Library:** None at this time.
- **Garden at Tracy Library:** None at this time.

OPEN DISCUSSION

- None at this time.

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

- TML Budget Committee: Monday, August 28 @3:00pm
- Personnel & Policy Committee: Wednesday, August 30 @5:00pm
- Facilities Committee: Wednesday, September 6 @4:00pm
- Board of Trustees: Wednesday, September 13 @5:00pm

OTHER MEETINGS

- *Summer Gathering*, Wheeler Hall at Colby Sawyer, August 18 @8:00am
 - The Town of New London is having the meeting to encourage feedback from property owners who may not be in town during the Town meeting. The focus is on other Town departments and the library is not on the agenda. Crystal will be in attendance.
- *Town Budget Meeting*, Tracy Library, Wednesday, August 30 @11:30 am

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

ADJOURMENT 6:23pm

Respectfully Submitted,
Nicole Swanson