

**TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES**  
**EMERGENCY MEETING MINUTES**  
**Wednesday, August 30, 2023**

**Present:** Eula Kozma, Sara Scheuch, Steve Solomon, Sherry Williams

**Absent:** Thomas Carley, Jerry Coogan, Judy Fox, Joanne Palmisano

Meeting was called to order by Sherry Williams at 6:06 pm.

**NEW BUSINESS**

- **Library air quality: urgent health and safety issues** ○ Crystal gave a briefing of the current indoor air quality issue stemming from the teen room and referenced the air quality testing that was previously done in April 2023.
  - Crystal stated that the HVAC company was called and came on August 30 to assess the situation and clean the outside of the mini split units. The HVAC technician noticed a wall bulge at the old main entrance of the library possibly due to water damage.
  - A discussion followed on the various remediation and library closure options and the need to have certain appointments scheduled to address the wall bulge and deep cleaning for the safety of both staff and patrons.
  - The Board of Trustees discussed leaving public session and going into a non-public session in accordance with RSA 91A and conducted a roll call.
    - A **MOTION TO APPROVE** leaving a public session and going into a non-public session in accordance with RSA 91A was made by Eula Kozma and **SECONDED** by Sara Scheuch. The motion **PASSED UNANIMOUSLY at 6:35pm.**
  - Public session reconvened at 6:43pm.
  - A brief discussion followed on the next steps and temporary solutions with air purifiers. Crystal stated that the staff is currently checking emails, and voice messages from home so there is continued contact with the public. Some staff are also doing limited hours to empty the book drop and process Inter Library Loans. Crystal also plans to look at alternative library services with limited staff if a longer closure is necessary. Crystal gave both immediate and long-term recommendations addressing the air quality issue.
  - A **MOTION TO APPROVE** the extended Tracy Memorial Library emergency closure for indoor air quality concerns through Tuesday September 5<sup>th</sup> at 8:00pm with the option to extend it through an additional week based on new information that might be received between now and next Tuesday was made by Sara Scheuch and **SECONDED** by Steve Solomon.
    - A brief discussion followed about the proposed motion.
    - A **MOTION TO APPROVE** the amended motion of the extended TML emergency closure for air quality concerns through September 5<sup>th</sup> at 8:00pm with the option to further extend the closure through September 13<sup>th</sup> subject to the discretion of the director was made by Sherry Williams and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY.**
  - A **MOTION TO AUTHORIZE** the Director to purchase and install such air treatment equipment deemed appropriate to address the current air quality concerns up to a maximum of \$2,000 was made by Steve Solomon and **SECONDED** by Eula Kozma. The motion **PASSED UNANIMOUSLY.**

- A **MOTION TO AUTHORIZE** the expenditure of up to \$30,000 to include the deep cleaning, air quality retesting and investigation of the potential moisture issues of the wall in the old main entrance area, funded through the library building maintenance fund, if possible, for all work was made by Steve Solomon and **SECONDED** by Sara Scheuch. The motion **PASSED UNANIMOUSLY**.

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)

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

**ADJOURMENT** 7:06pm

Respectfully submitted by:  
Nicole Swanson