

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, September 13, 2023

Present: Thomas Carley, Gerald Coogan, Judy Fox, Eula Kozma, Sara Scheuch, Steve Solomon, Sherry Williams, Crystal Schimpf

Absent: Joanne Palmisano

Meeting was called to order by Sherry Williams at 5:00 pm.

APPOINTMENTS

- Joe Kubit, Trustee of Trust Funds, Town of New London
 - Joe gave a summary about the responsibilities of a Trust Fund Trustee in New Hampshire and explained the Trustees' investment philosophy. Joe also gave a summary of the different funds the library has and the specific rules for how to spend each of the funds as per the donation documents. The Trustee of Trust Funds does not tell the TML Board of Trustees how to spend the funds, but does confirm that the proposed expenditure meets the documentation of the fund.

PUBLIC COMMENT

- None at this time.

MEETING MINUTES

- A **MOTION TO APPROVE** the minutes from both the August 16, 2023 and August 30, 2023 meetings 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 \$0 in donations.

NEW BUSINESS

- **Non-public Session: Discussion of Confidential Personnel Matter**
 - 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 Sara Scheuch and **SECONDED** by Eula Kozma. The motion **PASSED UNANIMOUSLY** at 5:17pm.
 - Public session reconvened at 5:27pm.
 - A **MOTION TO APPROVE** the acceptance of the letter of resignation of LJ Bridwell was made by Judy Fox and **SECONDED** by Eula Kozma. The motion **PASSED UNANIMOUSLY**.
- **Circulation Assistant Staff Positions**
 - Crystal stated that there is a need for the two circulation assistants (Erin Garzia & Madeline Reno), who were hired as substitutes for a 3-month term, to stay on as ongoing staff. The positions will be part-time hourly positions.
 - A **MOTION TO APPROVE** the position change from temporary to ongoing part-time staff of Erin Garzia and Madeline Reno was made by Steve Solomon and **SECONDED** by Sara Scheuch. The motion **PASSED UNANIMOUSLY**.

OLD BUSINESS

- **Strategic Planning**
 - Crystal stated that the working group is currently working on the community survey which will be launched in the beginning of October. It is designed to see what the community would like the library to offer. There will be community engagement sessions both in person and virtual from November 13-15 with one of the sessions being with the Board of Trustees.
- **Indoor Air Quality**
 - Crystal stated that the library was tested for mold on Thursday, September 7th and has purchased HEPA air purifiers. Staffing plans have been updated with staff working at home with special projects and coming into the building periodically to communicate with the public. Crystal has had weekly Zoom meetings with staff. The library closure has been extended through Monday, 9/18. Crystal also gave a preliminary report from RPF Environmental Company. A discussion followed about the next steps to take and possible extension of services to the community.
 - A **MOTION TO APPROVE** giving Crystal Schimpf the continued authority to extend the closure as needed until the library has a safe and secure environment was made by Judy Fox and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.
- **Mascoma Bank CD Accounts: status update**
 - Sara Scheuch stated that the Library's CD accounts have been closed and rolled into new CDs for 6 months.
- **FY2025 Budget Planning**
 - Crystal stated that the budget continues to be worked on with each TML committee. A draft will be done at the next Budget Committee meeting and will be presented to the full board on 10/11/23 for approval.
 - The TML Budget Committee discussed changing the name of the committee to the Finance Committee. This will broaden the scope of the committee's work and will clearly differentiate the TML committee from the Town's Budget Committee.
 - A **MOTION TO APPROVE** the name change of the Budget Committee to the Finance Committee was made by Jerry Coogan and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.
- **Remote Attendance**
 - Sherry Williams gave an update on the policy. The wording has not been incorporated into the bylaws. Once done, the Personnel and Policy Committee will review then will send to full board for approval. The remote attendance protocol was tried out with the 8/30 meeting. Overall, it went well, and there might be a need for a 2-way speaker. Sherry will do more research on this.

DIRECTOR'S REPORT

- No report beyond what has been discussed in meeting.

COMMITTEE REPORTS

- **Finance:** None at this time.
- **Facilities:** Steve Solomon stated that some project priorities have been shifted around while the library addresses the indoor quality remediation issue.
- **Personnel and Policy:** None at this time.
- **Friends of Tracy Library:** The Friends have a talk planned for 10/24/23 in the library meeting room. Political science professor, Eric Boyer from Colby Sawyer will be giving a talk on the U.S. election system.

- **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: Thursday, September 28 @3:00pm
- Personnel & Policy Committee: Wednesday, September 27 @5:00pm
- Facilities Committee: TBD
- Board of Trustees: Wednesday, October 11 @5:00pm

OTHER MEETINGS

- None at this time.

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

ADJOURMENT 6:14 pm

Respectfully Submitted,
Nicole Swanson