

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, October 11, 2023

Present: Thomas Carley, Jerry Coogan, Judy Fox, Eula Kozma, Joanne Palmisano, Sara Scheuch, Steve Solomon, Sherry Williams, Director Crystal Schimpf, Assistant Director Matthew Gunby

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

PUBLIC COMMENT

- None at this time.

MEETING MINUTES

- A **MOTION TO APPROVE** the minutes from August 16, 2023 (nonpublic); August 30, 2023 (nonpublic); September 13, 2023 (public); September 13, 2023 (nonpublic) meetings of the Tracy Memorial Board of Trustees was made by Sara Scheuch and **SECONDED** by Eula Kozma. The motion **PASSED UNANIMOUSLY**.

ACCEPTANCE OF CASH DONATIONS

- Crystal stated that the library received cash donations and will bring the amount to the next board meeting.

NEW BUSINESS

- **Meeting Room Use Application – Kearsarge Kids Christmas Program**
 - The Lake Sunapee VNA requested to use the meeting room for an extended weekend from Friday 12/1/23 at 2:00pm through Sunday 12/3/23 at 12:30pm for their Christmas gift program drop off and pick up. Agency has used the library for this event previously and received meeting room training.
 - A **MOTION TO APPROVE** the use of the meeting room from Friday 12/1/23 to Sunday 12/3/23 was made by Judy Fox and **SECONDED** by Sara Scheuch. The motion **PASSED UNANIMOUSLY**.
- **Personnel Updates**
 - Youth Service Assistant, Lindsey Walker submitted a letter of resignation stating her last day will be on 10/28/23.
 - A **MOTION TO APPROVE** the acceptance of the letter of resignation of Lindsey Walker was made by Eula Kozma and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.
 - Crystal requested that youth program specialist Michele Donegan be promoted to a regular part time status that would include getting holiday, vacation, and sick leave with no wage changes to be able to cover the extra hours from the resignation of Lindsey.
 - A **MOTION TO APPROVE** the position change to a regular part-time position (21 hours per week) of Michele Donegan was made by Steve Solomon and **SECONDED** by Sara Scheuch. The motion **PASSED UNANIMOUSLY**.

Q1 Financial Reports

- Crystal stated the library is currently waiting for 1 invoice to finish the September bill paying. Therefore, the Q1 report is not currently complete. Once complete, Crystal will

share it to the board at their November meeting. Sara Scheuch stated that the library is within the expected budget.

Ideas for Trustee of the Year event to honor Eula

- Sherry Williams shared an email with the Board and announced NHLTA has awarded Eula Kozma the Lillian Edelman Trustee of the Year award. Sherry proposed that she coordinate with NHLTA an opportunity for them to present the award to Eula at a future Board of Selectman's meeting. Also discussed were ways the library could celebrate this award with Eula and her family. Sherry will work with Eula to bring those ideas to the Board. The Board supports these proposals.

Board self-evaluation planning

- Sherry Williams suggested the Board consider instituting a self-evaluation process to measure its effectiveness. Sherry has done some research and found that many boards do this annually. The self-evaluation would look at the function of the board as a body and would set goals and objectives to measure against. She recommended that this type of process could align with, and be informed by, the RTL findings in the ongoing strategic plan. A brief discussion followed with it being tabled to the next meeting so board members can brainstorm ideas and Sherry can send out links for members to get started.

OLD BUSINESS

- **Mold Remediation/Moisture Concerns**

- Crystal stated that the library is opened and that the testing of the air quality showed only common molds found in NH all at acceptable levels or lower, and no evidence of toxic molds. Moisture and humidity in the teen room and other parts of the library continue to be remediated. Cleaning of the HVAC ducts will be scheduled, and the facilities committee will continue to address remaining issues.

- **FY2025 Budget**

- Crystal described the budget process and stated that there are 2 parts to the budget that must be submitted to the town by Thursday, 10/12/23. Operating Budget
 - The Operating Budget was reviewed by all committees. The total is \$788,007 with an 8.9% increase over FY2024 budget. This includes 12% of appropriation from the town and the rest of the funds coming from other sources. The personnel category in rows 18-22 has the largest increase with an addition of a new line.
 - The new line 21 has a budgeted expenditure of \$45,000 which is intended to allow for compensation adjustment to wages. The Town of New London did a wage study that did not include the library because the library's personnel are managed separately. The Town has established a new wage and pay grade scale that has been accepted by the Board of Selectman. In reviewing Tracy library's wage and pay grade scale against the Town's, Crystal anticipated and recommended to the Personnel and Policy Committee that they look at adjusting the employees pay grade and consider adopting the same wage scale as the town. Crystal originally recommended that line 21 be \$75,000. However the Finance Committee recommended reducing the line to \$45,000.
 - A Discussion followed regarding the sum of funds designated for wage adjustment on line 21. Joanne Palmisano raised concerns of using the

Town Wage Study results to inform wage scales for library personnel, especially as the library did not participate in this study. She expressed concerns that the impact to the Town for adoption of the Wage Study recommendations was significantly lower than the proposed adjustment of \$45,000 in the library budget. She requested that the library consider an independent wage study to help guide the wage process that would compare personnel wages to other comparable community libraries in NH. Crystal stated that a wage study was done in 2016/2017 with wage ranges for employee classifications for that time.

- A **MOTION TO APPROVE** the operating budget as presented was made by Jerry Coogan and **SECONDED** by Sara Scheuch.
- It was noted in discussion that Crystal had proposed an adjustment of \$75,000 for line 21 that was modified by the finance committee to \$45,000, Eula Kozma and Steve Solomon argued to readjust line 21 and ask for the full amount of \$75,000 in this initial presentation to the Town budget committee, accepting any reductions they advise.
- Eula Kozma made a **MOTION TO AMEND** the line 21 to \$75,000 for the compensation adjustment rather than the \$45,000 that is in the draft budget, which was **SECONDED** by Steve Solomon. The vote was split: **IN FAVOR 4** (Kozma, Solomon, Williams, Fox), **OPPOSED 3** (Palmisano, Scheuch, Coogan). The motion to amend the budget **PASSED**.
- A **MOTION TO APPROVE** the budget as amended was made by Judy Fox and **SECONDED** by Steve Solomon. The vote was split: **IN FAVOR 4** (Kozma, Solomon, Williams, Fox), **OPPOSED 3** (Palmisano, Scheuch, Coogan). The motion **PASSED**.
- The Personnel and Policy Committee will explore more information regarding employee compensation adjustment.
- Capital Reserve Budget – Tracy Library Maintenance Fund
 - Crystal stated that a deposit of \$100,000 of appropriation income will go into the account and will withdraw \$125,000 to cover repair of stone walls, tree removal, walkway replacement and major exterior repairs. The Facilities Committee reviewed and approved it. There will be an update on figures throughout the process when exact quotes are received. A brief discussion followed.
 - A **MOTION TO APPROVE** the Capital Reserve Budget as presented was made by Jerry Coogan and **SECONDED** by Sarah Scheuch. 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 with higher interest for 6 months through February 2024.

Strategic Planning

- Crystal stated that the community survey will launch on Wednesday, 10/18/23. During the staff zoom meeting on 10/9/23 with a few trustees in attendance, the survey was previewed. The survey will be open for 6 weeks until 12/1/23. There will be a marketing campaign for the survey and community engagement meetings from 11/13/23 to 11/15/23. The trustees will have their meeting on Monday, 11/13/23 from 4-5:30pm.

Remote Attendance

- Sherry Williams discussed her research. She will look at reviews on Bluetooth speakers. Joanne Palmisano offered a speaker to test at the meetings.

DIRECTOR'S REPORT

- Crystal stated that she is gradually getting statistics together since the closure, and hopes to have a report at the next board meeting. She also updated the board on her professional development she has been doing.

COMMITTEE REPORTS

- **Finance:** None at this time.
- **Facilities:** None at this time.
- **Personnel and Policy:** Eula Kozma stated that the committee is continuing to look at policies and reviewing them, working on the MOU with the garden, and will be now doing work with the wages. Also, they will continue to work on the amendment into the bylaws about remote attendance
- **Friends of Tracy Library:** The Friends have a talk planned for 10/24/23 at 6:30pm 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 Finance Committee: TBD
- Personnel & Policy Committee: Wednesday, October 25 @5:00pm
- Facilities Committee: Wednesday, November 1 @5:00pm
- Board of Trustees: Wednesday, November 15 @5:00pm
- Strategic Planning Focus Group: Board of Trustees, Monday, November 13 @4:00-5:30pm

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

ADJOURNMENT 6:31 pm

Respectfully Submitted,
Nicole Swanson