

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, November 15, 2023

Present: Thomas Carley, Gerald Coogan, Judith Fox, Eula Kozma, Joanne Palmisano, Steve Solomon, Sherry Williams, Director Crystal Schimpf, Joe Kubit (citizen)

The meeting was called to order by Sherry Williams at 4:59 pm.

APPOINTMENTS

- None at this time.

PUBLIC COMMENT

- None at this time.

MEETING MINUTES

- A **MOTION TO APPROVE** the minutes of both the October 11, 2023 and October 25, 2023 meetings of the Tracy Memorial Board of Trustees was made by Steve Solomon and **SECONDED** by Gerald Coogan. The motion **PASSED UNANIMOUSLY**.

ACCEPTANCE OF CASH DONATIONS

- The library received donations in the amount of \$189 since the September 13, 2023 meeting.
 - A **MOTION TO APPROVE** cash donations was made by Joanne Palmisano and **SECONDED** by Judith Fox. The motion **PASSED UNANIMOUSLY**.

NEW BUSINESS

- **Resignation**
 - Director, Crystal Schimpf submitted a letter of resignation stating her last day will be on 01/05/24.
 - A **MOTION TO APPROVE** the resignation of Director, Crystal Schimpf was made by Judith Fox and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.
- **Treasurer Vacancy**
 - Sherry Williams stated that there is a treasurer vacancy that needs to be filled and accepted nominations. Gerald Coogan nominated Thomas Carley due to his finance background and interest in it.
 - A **MOTION TO APPROVE** Thomas Carley as treasurer for the Board of Trustees was made by Gerald Coogan and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.
 - Sherry Williams stated that the Finance Committee has a vacancy and that Thomas Carley has been sitting on the committee as an alternate.
 - A **MOTION TO APPROVE** adding Thomas Carley to the Finance Committee roster was made by Eula Kozma and **SECONDED** by Gerald Coogan. The motion **PASSED UNANIMOUSLY**.
 - After a brief discussion, and description of a check signers' role, Steve Solomon nominated Thomas Carley and Gerald Coogan to be check signers along with current check signer Judith Fox and Director Crystal Schimpf until her last day.
 - A **MOTION TO APPROVE** Thomas Carley, Judith Fox, Gerald Coogan and Crystal Schimpf as check signers on the Tracy Memorial Library accounts at Bar Harbor

Bank and Mascoma Bank, and removing Sara Scheuch, was made by Steve Solomon and **SECONDED** by Eula Kozma. The motion **PASSED UNANIMOUSLY**.

- **Quarterly Financial Reports**

- Crystal discussed the Quarter 1 reports. She stated that the reports were reviewed by Sara Scheuch before her resignation. At the end of the first quarter, there is a gap between revenue and expenditures. Both revenue and expenditures are on the low side. Quarter 2 will be able to show the future projections more closely.

- **Transfer from Reserves**

- Crystal stated that in the budget performance document (line 49000) under the income the library is at 0% of our year-to-date budget of \$21,224. The plan for this year is to pull \$42,448 from the reserve. This would not be a banking transfer, but an accounting transfer of funds.
 - A **MOTION TO APPROVE** the transfer of \$21,224 from the reserve subaccount into the operating account was made by Steve Solomon and **SECONDED** by Gerald Coogan. The motion **PASSED UNANIMOUSLY**.

- **Winter Snow Removal**

- Steve Solomon aided in finding a contractor to cover shoveling and clearing of snow on walkways and entrances. Crystal met with contractor Derek Sykes last week, and received a quote of \$75 for each time he comes to clear the walks and paths. Derek will be able to get it done before the library opens on his regular route.
 - A **MOTION TO APPROVE** Derek Sykes from Derek & Jen's Landscape in Warner, NH for winter snow removal was made by Eula Kozma and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.

- **March Election**

- Sherry Williams discussed the upcoming elections and finding candidates with various skills. There will be 3 seats open. Eula Kozma will look at last year's candidate search ad and will work on a new draft for it advertising open trustee positions.

- **2024 Holiday Calendar**

- Crystal presented the 2024 proposed holiday calendar. A discussion followed about adding Juneteenth as a holiday and the options on how to add it. This year it will be Wednesday, June 19, 2024.
 - A **MOTION TO APPROVE** the proposed 2024 holiday closures and will decide about Juneteenth at a later date was made by Gerald Coogan and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.

- **Personnel**

- Crystal stated that there is a vacant position as a Collection Development Specialist which is a combination of circulation assistant with a small shift devoted to collection development. The position is a part-time hourly position. There were 2 internal candidates, and the position was offered to Erin Garzia.
 - A **MOTION TO APPROVE** the appointment of Erin Garzia as the Collection Development Specialist taking effect on 12/04/23 was made by Steve Solomon and **SECONDED** by Thomas Carley. The motion **PASSED UNANIMOUSLY**.

OLD BUSINESS

- **FY2025**

- Prior to this Board meeting, links to videos of the Board of Selectman meeting pertaining to the library budget were shared and reviewed by the Trustees. The Board of Selectman had questions about the justifications for the 16.7% increase of the town appropriation. A memo to the Board of Selectman that detailed rationale for proposed

changes to the budget was submitted to the Town by Crystal. Crystal shared with the TML Board an updated version of the Town Budget Comparison with the library pulled out. The TML Board members acknowledged their concerns and an in-depth discussion followed to address them. Crystal shared various options for revision of the budget. Joe Kubit (citizen) gave a public comment regarding the town budget process. Gerald Coogan suggested reverting back to the original Finance Committee proposal of \$45,000 for line 21 (proposed adjustment in personnel salaries). Joanne Palmisano suggested taking a focused adjustment/approach for those at-risk positions and using this additional \$45,000, if approved, for this, rather than an across the board increase in all salaries. Sherry Williams stated that this approach could be the beginning of an adjustment but not the final one [if additional adjustments are made in future years to bring some salaries up to market level]. Crystal supported her initial recommendation of making full adjustments in this budget year, and the board agreed that addressing employee compensation is a priority but it will have to be divided over 2 years (FY2025 & FY2026). Joanne also requested to review the library wage study from 2017 and current position salaries. Crystal will work on gathering data for the next board meeting to address this request.

- *The discussion of the proposed new adjustments to the budget included the following changes*
 - *line 21 from \$75,000 to \$45,000*
 - *\$602,120 total personnel budget which is a 19% increase of the personnel budget*
 - *town appropriation would be \$709,895 which is a 11.9% increase over 2024, if approved*
 - *the total budget increase would be 8.7% including other sources*
 - *line 13 gets cut from 16.7% to 11.7%*
 - *line 15 gets cut from 13.1% to 8.7%*
 - *\$18,037 was removed from lines 19 and 20 combined. So,*
 - *\$30,000 was removed from the total on line 29*
 - *TOTAL budget now reflects \$786,170 instead of \$818,007.*
 - A **MOTION TO APPROVE** reducing the wages (line 19) from \$426,873 to \$416,877, increase the benefits (line 20) from \$132,084 to \$140,243, reduce the compensation adjustment (line 21) from \$75,000 to \$45,000, reduce the town appropriation (line 13) from \$741,732 to \$709,895 which reduces the total receipts (line 15) from \$818,007 to \$786,170. The other line reduced is the total disbursements (line 75) from \$818,007 to \$786,170 for a total reduction of \$31,837 to the budget was made by Eula Kozma and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.
 - A **MOTION TO APPROVE** the budget as amended was made by Steve Solomon and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.
- Crystal will resubmit this updated budget to Kim Hallquist with a revised memo to share with the board of selectman and the budget committee. She will also inquire about the future meeting process regarding the budget discussions.
- **Mold Remediation/Moisture Concerns**
 - Crystal stated that the duct cleaning has been scheduled for 3 consecutive Mondays, 11/27/23, 12/04/23, and 12/11/23. This will not affect public operations but will disrupt staff. After initial duct cleaning, the carpet and surface cleaning will be scheduled. Once all cleaning has been completed, the library will retest the air quality.
- **Strategic Planning**

- Crystal stated that there have been 11 community engagement sessions that happened over the past 3 days. Overall, there has been positive feedback from the community and there is a high number of surveys completed so far. There is 1 more virtual community engagement session on 11/29/23 and there is only a few weeks left until the survey ends. Both Eula Kozma and Crystal will have a phone call with ReThinking Libraries on Monday, 11/20/23 to discuss Crystal's planned departure for guidance on next steps in this transition.
- **Remote Attendance**
 - Sherry Williams expressed the need for a new bluetooth speaker for remote attendance at meetings. Nicole Swanson did research and presented her findings on the top speakers. A brief discussion followed.
 - A **MOTION TO APPROVE** the purchase of the EMEET Bluetooth Speaker M3 was made by Jerry Coogan and **SECONDED** by Joanne Palmisano. The motion **PASSED UNANIMOUSLY**.

DIRECTOR'S REPORT

- None at this time.

COMMITTEE REPORTS

- **Finance:** None at this time
- **Facilities:** Steve Solomon stated that the committee is still looking for someone to look at the front door, is looking into the cost of repairing the wall, and received a quote on different generator options.
- **Personnel and Policy:** Joanne Palmisano stated that a decision was made to approach the updates in the policy manual on an as needed basis. Sherry Williams stated that they discussed the investment policy, and will send it to finance committee for further review. Sherry also stated that the committee is looking at the bylaws of remote attendance.
- **Friends of Tracy Library:** At the last Friends meeting, they elected their officers for the upcoming year.
- **Garden at Tracy Library:** The Garden hosted a luncheon for their volunteers.

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, November 29 @5:00pm
- Facilities Committee: Tuesday, December 12 @4:30pm
- Board of Trustees: Wednesday, December 20 @5:00pm

OTHER MEETINGS

- Town budget sessions: TBD

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

ADJOURNMENT 7:04pm

Respectfully Submitted,
Nicole Swanson