

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, December 20, 2023

Present: Jerry Coogan, Judith Fox, Eula Kozma, Joanne Palmisano, Steve Solomon, Sherry Williams, Director Crystal Schimpf, Bill Bastille (staff), Beth Conduct (staff), Ben Cote (staff), Gretchen Crandall (staff), Matthew Gunby (staff)

Remotely: Tom Carley

The meeting was called to order by Sherry Williams at 5:03 pm.

APPOINTMENTS

- None at this time.

PUBLIC COMMENT

- None at this time.

APPROVAL TO ALLOW COMMITTEE MEMBER TO PARTICIPATE REMOTELY

- A **MOTION TO APPROVE** remote attendance for Tom Carley was made by Jerry Coogan and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**. Tom was out of town and unable to attend the meeting in person. He joined the meeting via cell phone.

MEETING MINUTES

- A **MOTION TO APPROVE** the minutes of both the November 13, 2023 (Board Strategic Planning Focus Group Session) and the November 15, 2023 meeting of the Tracy Memorial Board of Trustees was made by Jerry Coogan and **SECONDED** by Eula Kozma. The motion **PASSED UNANIMOUSLY**.

ACCEPTANCE OF CASH DONATIONS

- The library received donations in the amount of \$272
- A **MOTION TO APPROVE** cash donations was made by Steve Solomon and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.

NEW BUSINESS

- **Library Director Search**
 - Both Sherry Williams and Eula Kozma did some research on the climate for the search, the option of possibly hiring an interim director, and talked with the previous search firm used in the past. The Policy and Personnel committee recommends to start the search internally posting within the New England and the Mid-Atlantic regions, and then consider if additional assistance is necessary with given the cost of a search consultant. A Search Committee of the Board will be formed to start the process in the New Year. The committee recommended consideration of a hire for an interim director for a period of 6 months, with an extension, if necessary, to support staff. Staff present in the meeting voiced that a period of longer than 6 months would not be desirable given the expectation of engagement with a new director for implementation of the library's ongoing Strategic Plan. A discussion followed. After the holidays, a notification will be

sent out for the job opening, and the Policy and Personnel Committee will be looking at the job description at their future meetings.

- **Transition Planning**

- Sherry Williams discussed setting up the relationship with the board and staff. All information and tasks are being transferred and distributed among the staff. The board will be taking on more responsibilities with some meeting prep work and being aware of the right to know laws. Nicole Swanson will continue to help with board administrative work.
- Crystal stated staff liaisons for each board committee:
 - Matthew Gunby, Assistant Director will be for the full Board, Finance Committee and the Friends of Tracy
 - Ben Cote, Head of Youth Services will be for the Facilities Committee
 - Beth Condict, Circulation Manager will be on the Policy and Personnel Committee, Director Search Committee, and the Garden at Tracy

- **Treasurer's Report**

- Crystal stated that the bank accounts at both Masoma and Bar Harbor banks have been updated with the new approved check signers - Crystal, Tom Craley, Jerry Coogan and Judy Fox. The Q2 projections and reports are in progress and will be reported to the board in January.

- **Stacks Mini-Split Replacement**

- Crystal shared the estimate quote from Air Design for the replacement of the mini splits. Replacement is recommended by the Facilities Committee, and funding is included in the Capitol Reserve Budget for the library maintenance fund. The 2 units in the stack room are over 20 years old and at a point of failure.
 - A **MOTION TO APPROVE** spending the money to replace the mini-splits was made by Steve Solomon and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.
- Next step is to go to the Board of Selectmen. Facilities Committee trustee, Steve Solomon will propose to the town.

- **TML Compensation Policy**

- Sherry Williams briefly described the policy for informational purposes.

- **Roof**

- Crystal shared a proposal presented by Weather Check through their roof inspection for major repairs to the roof. The board projected roof repair work for FY2026 through FY2028, however, due to significant deterioration, Weather Check has recommended that roof repairs should not be delayed. In addition to the roof replacement, the request also includes some repairs for snow diversion over the old main door and the exterior repairs for along the windows and siding by the old main door. The proposed work includes a hybrid synthetic slate recommendation because it is easier maintenance with a reduced cost, and has a better longevity and warranty with keeping the historic look of the building. Total cost for all repairs was quoted at \$375,000. Due to the high cost for the repairs, a second bid for these repairs will be needed.
- A recommendation to obtain from the Town a bond for \$375,000 to cover this work was discussed. This would lead to changes in the capital reserve budget (See below). Jerry Coogan will be meeting with Frank Anzalone the architect that is familiar with the building to get his feedback.
 - A **MOTION TO APPROVE** the recommendation to the town to go to bond taking care of exterior repairs and roof replacement and repairs in the amount of

\$375,000 was made by Steve Solomon and **SECONDED** by Judy Fox. The motion **PASSED UNANIMOUSLY**.

OLD BUSINESS

- **FY2025 Budget**

Crystal shared a revised Capital Reserve Budget proposal and a FY2025 bond document. The proposed bond would reduce/remove 4 lines in the Capital Reserve Budget:

- \$20,000 reduction in the emergency mold remediation repairs
- \$25,000 reduction for the major exterior repairs from FY2025
- Roof membrane sections from FY2026 would be reduced from \$40,000 to \$10,000, completely removing the line from FY2028 in the previous Capital Reserve Budget that was \$350,000.
- Additionally, based on recent developments, the generator replacement and stack room HVAC replacement can be reduced from \$50,000 to \$30,000.
- Other reductions include the rebuilding of stone walls and tree removal \$100,000 to \$60,000.

The final adjustments with a few timeline changes produces a total reduction of the deposit amounts of \$377,850 and a reduction of the total expenditure amount for \$490,000 through FY2029. The bond will reduce the overall need for the Capital Reserve budget overtime. A brief discussion followed.

- A **MOTION TO APPROVE** the proposed revised Capital Reserve budget for FY2025 was made by Eula Kozma and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.

- Crystal will present the change to the Town Budget Committee. She also discussed the presentation she made to the Budget Committee earlier in the month. She addressed their questions regarding COLA increase, travel expenses, the stone wall, and the new maintenance position. The town made suggestions of having the library collaborate with the town on projects and having larger projects go to bond. Additional questions were received, and Crystal addressed them in depth within a memo.

- **Mold Remediation/Moisture Concerns**

- Crystal stated that the duct cleaning has been completed from the indoor air quality review in April 2023. Deep cleaning is scheduled for January 2024 by Service Master, which will complete the contract. Once cleaning is completed, a retest will need to be done by Purely Green Environmental. The minor construction related items such as the windows have been pushed back to be repaired with the exterior repairs. All contacts and information have been passed to the management team and Sherry Williams.

- **Generator**

- Steve Solomon stated the Facilities Committee received 3 bids for 3 different sized generators with the following options: 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. Due to budget constraints, the Facilities committee recommends the proposal of replacing the smaller existing unit. Possible larger units could be obtained by FEMA grants with the expectation of the library building would provide shelter services to the community in times of power outage, however more research is needed to understand building constraints for such a proposal,

- **Stone Wall**

- Steve Solomon talked about replacing/fixing the stone wall with the possibility of removing a tree. A brief discussion followed. Steve stated that a volunteer has stepped

up to repair the wall. Steve Solomon is getting his credentials and has looked into liability policies.

- **Strategic Planning**

- Eula Kozma stated that her and Crystal had a follow up meeting with Robert and Janet from ReThinking Libraries (RTL). They are currently working on getting a preliminary report of the survey and work group sessions by January 2024 for Crystal's review before her departure. The full report will then be shared with the BoT. The Strategic Planning retreat is currently on pause pending the hire of a new director who could be engaged in the Strategic Plan implementation. Both Eula and Erin Garzia are the main contacts with RTL.

- **Remote Attendance**

- Sherry Williams stated that the language to the remote attendance policy was modified for the bylaws. The board will vote on it in their January 2024 meeting.

DIRECTOR'S REPORT

Crystal stated that the report, with staff input, is in progress. She is currently pulling together an end of year report that covers some high points over the last few months, and updates the library statistics. Crystal acknowledged the youth department for their great job in youth programming with increased numbers of attendance in after school, engagement of youth and families

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 wages and the wage study from 2017. Joanne Palmisano briefly discussed the action and implementation from the wage study noted from BoT minutes in the time period of 2016-2020. Eula also spoke with the MRI consultants that worked with the town who provided a quote (~\$5000) for updating the recent Town Wage Study with information on comparative library wages. Funds for a partial update is not included in the current proposed budget, and would need further discussion.
- **Friends of Tracy Library:** Crystal reviewed the proposed budget for funding from the Friends for calendar year 2024 in a meeting with Friends President Carrie Bouton and Friends Treasurer Erin Garzia. Matthew Gunby (AD), and Joanne Palmisano (liaison) attended. The request is similar to this past year with some minor adjustments. Friends will continue to support the museum pass program, online digital resources, staff development and room for a special project that will be determined. The Friends will be bringing the budget allocation proposal to their meeting in January for approval.
- **Garden at Tracy Library:** Eula Kozma met with Garden leadership in the fall to revise the MOU. The MOU is currently on pause. Crystal stated that the Garden at Tracy is being included in the promotional information of the New London Garden Club garden tour happening in June 2024. Judy Odell is working on logistics with the New London Garden club and will follow up in the new year.

OPEN DISCUSSION

- Sherry Williams expressed thanks to Crystal for all the work she has done for the library since she became director, acknowledged her accomplishments, and her support in the transition process with her departure. The entire Board wished her well in her future endeavors. Crystal stated that it was an honor working for TML and is dedicated to the transition of the library.
- A brief review was done of the process in getting agenda items from the staff to the board. The management team will be meeting weekly and any ideas from the staff for agendas will go

through Matthew. Sherry Williams will coordinate with Matthew Gunby a week before the board meeting to discuss the agenda.

- Eula stated that both her and Nicole Swanson worked on the trustee candidate search ad and will work on scheduling the date when it will go in the shopper.

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, January 31 @5:00pm
- Facilities Committee: Wednesday, January 3 @4:30pm
- Board of Trustees: Wednesday, January 17 @4:30pm

OTHER MEETINGS

- Town Budget Committee (Capital Reserves): January 17 @6:30pm
- Town budget reconciliation meeting: TBD
- Town budget public hearing: TBA

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

ADJOURNMENT 6:24pm

Respectfully Submitted,
Nicole Swanson