

**TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**Wednesday, January 17, 2024**

**Present:** Jerry Coogan, Eula Kozma, Joanne Palmisano, Steve Solomon, Sherry Williams, Beth Condict (staff), Assistant Director Matthew Gunby (staff)

**Absent:** Judith Fox

The meeting was called to order by Sherry Williams at 5:01 pm.

**APPOINTMENTS**

- None at this time.

**PUBLIC COMMENT**

- None at this time.

**MEETING MINUTES**

- A **MOTION TO APPROVE** the minutes of the December 20, 2023 meeting of the Tracy Memorial Board of Trustees with the correction of a last name was made by Steve Solomon and **SECONDED** by Eula Kozma. The motion **PASSED UNANIMOUSLY**.

**ACCEPTANCE OF CASH DONATIONS**

- The library received donations in the amount of \$14
- A **MOTION TO APPROVE** cash donations was made by Steve Solomon and **SECONDED** by Joanne Palmisano. The motion **PASSED UNANIMOUSLY**.

**NEW BUSINESS**

- **Updates from Staff**
  - Beth Condict stated that the deep cleaning was completed on 01/08 and 01/09. The upholstery and carpet cleaning need to be scheduled. The current company Service Master does not clean upholstery, so a new company will need to be found. The Facilities Committee will take over the scheduling.
  - Matthew Gunby stated that things are going well. Some communication work needs to be done with the snow removal. The process is different from previous years. Staff are on board and Matthew will reach out to the contractor as needed.
- **Approve Use of Meeting Room**
  - Sherry Williams stated The Garden at Tracy Library requested to use the meeting room on Monday, 04/22/24 for their kick off meeting at 9:00am. About 20 people will be in attendance and refreshments will be served.
    - A **MOTION TO APPROVE** the use of the meeting room on Monday, 04/23/24 by The Garden at Tracy was made by Joanne Palmisano and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.
- **Q2 Financial Reports**
  - Tom Carley reviewed the financial reports, including current revenues and budget performance. Overall, the library revenues and budget are within predicted measures, with a slight cushion due to the director's departure.

- **Bank CDs**
  - Tom Carley stated that the 3 CDs at Mascoma Bank will mature on 02/26/24. He suggested rolling the CDs in US Treasury bills unless they can get a competitive rate from the bank. \$22,000 will be needed to fund the reserve from the \$50,000 unrestricted CD. The discussion was deferred pending the January 2024 financials.
- **Staff Training Opportunity**
  - Matthew Gunby shared an upcoming staff training opportunity at the Newport Library on suicide prevention conducted by Alliance Mental Health. Four staff members expressed interest in attending. The Board agreed to support this training at the cost \$60 plus travel to Newport for each staff member. **OLD BUSINESS**
- **Interim Director**
  - The Board of Trustees discussed leaving the 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 Joanne Palmisano. The motion **PASSED UNANIMOUSLY** at 5:25pm.
  - Public session reconvened at 6:14pm.
- **Library Director Search**
  - Eula Kozma stated that the Board is pursuing an Interim Director. She also gave a summary from the Policy and Personnel Committee for the hiring of a director. She presented a proposed timeline and an initial list of posting sites for a regional search (New England/Mid-Atlantic), including LinkedIn and Simmons College portal. The target date is 01/24/24, with a goal of having the post open for a 6 week period of time with a closing date of 03/08/24. Continuous review of applications will be done anticipating the selection of 3-4 top candidates for an in person interview. The goal is to have an offer in place by mid-April/May with a director in place before the end of the fiscal year. Sherry Williams stated that they have received some guidance from the Sunapee Library board based on their recent successful hire. Eula shared a draft job posting. A brief discussion followed with some minor corrections to the posting. The Policy and Personnel Committee will next be looking at the Directors job description.
- **FY2025 Budget, Bond, Capital Reserves**
  - Sherry Williams stated that the library's budget was last presented on 12/06/23 to the NL Town Budget Committee. Before her departure, Crystal had provided answers in writing to two sets of questions from the Budget Committee.
  - Bond request: The TML Facilities Committee received a second roof inspection report and estimate on January 11, 2024. The second roofer stated that the roof was good for another 30+ years with routine maintenance. The report submitted by the second roofing company differs greatly from the report submitted by the first roofing company (December 15, 2023). At their joint meeting on January 11, 2024, members of the Facilities and Finance committees agreed that given the two very different evaluations the Board has insufficient

information to proceed with the bond request. They agreed on recommendations to be presented to the Board.

- Sherry presented the joint committee recommendations to the Board of Trustees. She explained that the joint committee recommends deferring the bond request until the Trustees obtain the advice of an engineering expert who can evaluate the structural integrity of the roof and give a plan. Steve Solomon added that after the engineering report, the committee would then look for bids to do the roof work. The joint committee also recommends using Capital Reserve funds for the limited scope roof project (suggested by the second roofing company), and the major exterior building repairs. The revised FY2025 Capital Reserve Deposit request and Capital Reserve Budget Expenditure proposed by the joint committee will preserve \$88,869 as the Capital Reserve balance. A discussion followed. The details of the bond deferral and Capital Reserve revisions were stated as a motion and voted on.
  - A **MOTION TO APPROVE** the joint committee recommendations to the TML Board was made by Steve Solomon and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**. The motion included all recommendations made by the joint committee:
    - Defer a bond request until the Trustees obtain sufficient analysis and advice from engineering design professionals to prepare a detailed roof replacement and repair plan that will support a bond request;
    - In 2024, schedule and complete the limited-scope slate roof project recommended by the second roofing company and arrange for and complete major exterior building repairs;
    - Use Capital Reserves to fund the limited-scope slate roof project and major exterior building repairs. To support that plan, revise the FY2025 Capital Reserve Request and Capital Reserve Budget plan as follows:
      - Increase the FY2025 Capital Reserve Request from \$37,500 to \$60,000;
      - Remove from the FY2025 Capital Reserve Budget Plan the proposed \$60,000 expenditure for stone wall repairs and tree removal;
      - Add to the FY2025 Capital Reserve Budget a \$60,000 expenditure for the limited-scope slate roof project and the major exterior building repairs.
- Sherry Williams will send the revised Capital Reserve Request memo to Kim Hallquist on January 18 and present the revised plan to the Board of Selectman on 01/18 and to the Budget Committee on 01/19.
- Jerry Coogan stated that the Facilities Committee is looking to get a total of 3 roof proposals.
- **Mold Remediation/Moisture Concerns**
  - Beth Condict stated that the moisture concerns are stable and that the dehumidifiers have not been needed as they were not collecting any water.
  - Matthew stated the mini splits are scheduled to be installed on Monday, 01/22. Once the work is complete, the invoice will be sent to the town under

the capital reserve. Sherry Williams stated that this was previously approved by the Board of Selectmen.

- **Stone Wall**

- Sherry Williams stated that Charles Kelsey is going to repair the wall as a volunteer project for only a few hundred dollars for materials. The tree will not need to be removed. The Facilities Committee will work on getting access permission for the tractor from neighboring properties.

- **Strategic Planning**

- Eula Kozma created a document from the Board of Trustees with Strategic Plan FAQs. The planning is currently on pause, the data and information gathering has been completed, and the Board will seek a Zoom informational session with ReThinking Libraries to review the report of their recommendations. A brief discussion on February/Early March timeframe. Eula will work with ReThinking Libraries to secure a date, and ask that the session be recorded. .

- **Remote Attendance**

- Sherry Williams shared the revised policy on remote attendance. The language on page 65 was modified by Steve Solomon and number 13 on page 66 was just moved around.
  - A **MOTION TO APPROVE** the acceptance of the bylaw changes for remote attendance was made by Joanne Palmisano and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.

## **DIRECTOR'S REPORT**

- Matthew briefly shared key performance indicators of the library for the past year. He is currently working on the town annual report, due on 01/19. Overall, the library has exceeded or met its targets of total patrons, library visits, and programming for 2023. Notably, Youth programs had a significant (80%) increase in program attendance. Sherry Williams suggested to the Board to review the report to be more familiar with the achievements in 2023.

## **COMMITTEE REPORTS**

- **Finance:** None at this time.
- **Facilities:** None at this time.
- **Personnel and Policy:** None at this time.
- **Friends of Tracy Library:** Joann Palmisano stated that the Friends review of the proposed library director's budget for their support was unanimously accepted. The Friends are in support of the morale of the staff and will be providing cookies/goodies once a month and will also provide team building opportunities. A revised MOU is near the final draft and Joanne will present it to the Personnel & Policy Committee. Joanne suggested and will reach out to Tracings to publish in their next issue what the Friends are about. The Friends will have a speaker presenting on Historic Estates in New Hampshire on April 24<sup>th</sup>. This program is supported by grant funding from New Hampshire Humanities.
- **Garden at Tracy Library:** Sherry Williams shared the strategic planning and stone wall update. Eula Kozma is working on the revised MOU. The Garden shared upcoming events, webinars and a live event of being a healthy gardener. Sherry will forward the board the event information.

## **OPEN DISCUSSION**

- Sherry Williams gave a reminder that the 2024 filling period for election as a Trustee of TML is Wednesday, 01/24 through Friday 02/02. There are 3 slots open with 2 incumbent candidates running.. Alternate Trustees are also needed and do not have to run for election; the Board asks the Selectman to appoint the alternate(s) and can have up to 3.

## **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, February 7, @4:30pm
- Board of Trustees: Wednesday, February 21, @5:00pm

## **OTHER MEETINGS**

- Board of Selectmen: Thursday, January 18, @5:30pm
- Town Budget Committee: Friday, January 19, @5:00pm; Wednesday, January 24, @6:30pm
- Garden at Tracy Library: No February meeting
- Friends of Tracy Library: No February meeting

A **MOTION TO ADJOURN** the meeting was made by Sherry Williams and **SECONDED** by Joanne Palmisano. The motion **PASSED UNANIMOUSLY**.

**ADJOURNMENT** 7:15pm

Respectfully Submitted,  
Nicole Swanson