

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, February 21, 2024

Present: Tom Carley, Jerry Coogan, Judith Fox, Eula Kozma, Sherry Williams, Beth Condict (staff), Assistant Director Matthew Gunby, Interim Director Laura Abrahamsen

Remotely: Steve Solomon

Absent: Joanne Palmisano

The meeting was called to order by Sherry Williams at 5:00 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 Steve Solomon was made by Judith Fox and **SECONDED** by Eula Kozma. The motion **PASSED UNANIMOUSLY**. Steve 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 public minutes of the January 17, 2024 meeting of the Tracy Memorial Board of Trustees was made by Jerry Coogan and **SECONDED** by Tom Carley. The motion **PASSED UNANIMOUSLY**.
- A **MOTION TO APPROVE** the non-public minutes of the January 17, 2024 meeting of the Tracy Memorial Board of Trustees was made by Jerry Coogan and **SECONDED** by Tom Carley. The motion **PASSED UNANIMOUSLY**.

ACCEPTANCE OF CASH DONATIONS

- The library received donations in the amount of \$633. Matthew Gunby stated that \$500 of that total was given by a patron specifically to purchase books.
- A **MOTION TO APPROVE** cash donations was made by Eula Kozma and **SECONDED** by Judith Fox. The motion **PASSED UNANIMOUSLY**.

NEW BUSINESS

- **Interim Director**
 - Sherry Williams formally introduced Interim Director, Laura Abrahamsen. Laura gave her first impressions and thoughts about her onboarding. She is very grateful to Matthew for putting together an onboarding schedule that was able to meet her needs, and get to know staff and their roles within the library.
- **Updates From Staff**
 - Both Matthew Gunby and Nicole Swanson stated that overall things are going well. Beth Condict stated that Laura has been doing a great job, the staff is happy to have her onboard.
- **Thank You Note**

- Sherry Williams shared a thank you note that was sent to the board from staff member Gretchen Crandell.
- **Meeting Room Use**
 - Matthew Gunby stated that the Librarians of the Upper Valley requested to use the meeting room on Monday, 07/15/24 to conduct their meeting. Tracy Memorial Library is a member of that group.
 - A **MOTION TO APPROVE** the use of the meeting room on Monday, 07/15/24 by The Librarians of the Upper Valley was made by Judith Fox and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.
- **Capital Campaign Suggestion**
 - Sherry Williams shared a suggestion from Bob Lyons that came up in the Town Budget Committee meeting on 01/19/24. His suggestion was for the library to have a Capital Campaign to pay for the roof. A discussion followed. The board came to a consensus that a Capital Campaign may be something to possibly consider in the future for a larger project.

OLD BUSINESS

- **Library Director Search**
 - Eula Kozma stated that the Director position has been posted for 3 weeks. Postings cover New England down to part of the Mid-Atlantic region and a few other worthwhile locations. The NHLTA Listserv and Simmons University were a few places where the job has been posted. There has been good interest so far with about 10 applicants of which 4 applicants have met the minimum criteria. There is a 20 minute intro screening call of the 4 applicants, 2 of which have been completed and the others are to be scheduled. Next steps would be to schedule longer interview sessions and decide which applicants to invite into the library with sessions including the staff, and trustees. The job posting is open for another 2 weeks. There was a brief discussion of posting the job locally such as The Kearsarge Shopper or Valley Newspaper. Eula encouraged trustees to share it on social media and to share posting with anyone who might be interested that may be qualified.
- **FY2025 Budget, Bond, Capital Reserves**
 - Sherry Williams gave a reminder that she shared a copy of the FY2025 budget, Bond memo and the Capital Reserve plan with the trustees. There have been no changes with them in the past month. Jerry Coogan stated that the Town Meeting is on 03/13 and that a trustee should be present to answer any questions that may arise. Both Eula Kozma and Sherry plan to be at the meeting.
 - Tom Carley addressed one item from the budget, the \$45,000 addition to the personnel at the library. The Personnel and Policy Committee will need to determine how to allocate the money. Eula suggested having a joint Budget and P&P Committee meeting after the town meeting. The budget will be effective as of July 1, 2024.
 - Tom also mentioned the strategic planning cost for FY2025. Sherry stated that she looked at RTL information and the remainder should be around \$7,000. She will share the information she has compiled.
- **Bank CDs**
 - Tom Carley stated that he was at Mascoma Bank today and that the CDs roll over tomorrow, 02/22. Tom completed the paperwork to roll them over to 7 month CDs for a 4.75% interest rate. He also stated that \$21,224 is being taken out of the unrestricted CD to be deposited into the library's reserve account, which was approved in the FY2024

budget. The board is in consensus that Tom is carrying out what the board voted on several months ago.

- **Mold Remediation/Moisture Concerns**

- Both Sherry Williams and Steve Solomon discussed some of the shortcomings in the performance of the contract with Service Master. The library has received an invoice for the work. Steve suggested having an onsite staff member handle the follow through with Service Master since there will be scheduling involved. Laura Abrahamsen has stepped up to take on the task. A discussion followed. Laura will write a letter to the company addressing the library's performance concerns since previous attempts of contacting the company have gone unanswered.
- Sherry stated that once the deep cleaning is resolved and completed, the library would need to get Purely Green to come back and do a follow up IAQ report.

- **Stone Wall**

- Steve Solomon stated that he obtained the contact information of property neighbors who will be affected by the stone wall repair. He is waiting for more detail and specifics of what Charles Kelsey will be doing on each of the properties. Once this information is obtained, Steve will draft letters to the neighbor land owners who are going to be affected.
 - **A MOTION TO APPROVE** the authorization for Steve Solomon to draw up a contract to hire Charles Kelsey to repair the stone wall and to draft letters to the neighboring owners to gain access to their properties for repairs of the stone wall was made by Jerry Coogan and **SECONDED** by Tom Carley. The motion **PASSED UNANIMOUSLY**.

- **Generator**

- Steve Solomon shared the recommendation from the Facilities Committee of replacing the existing generator. Both Sherry Williams and Laura Abrahamsen attended the Town Emergency Management Committee meeting earlier in the week and told the committee that TML will not pursue a FEMA grant for a larger generator in FY2025. Sherry shared that the SAU is being set up as a regional shelter. Jerry Coogan stated that the Facilities Committee is still open to the larger generator with possible funding through FEMA in the future. A brief discussion followed. The Facilities Committee has quotes for the replacement generator from last summer. They will have to update all information and will present it to the board.

- **Strategic Planning**

- Eula Kozma stated that there will be a zoom meeting with RTL, staff and trustees on Monday 2/26 to review the findings book. Both Eula and Sherry suggested for trustees to review the findings before the meeting. Eula shared that there is a FAQ for general questions about the Strategic Planning and it is posted on the library's website. Jerry Coogan suggested a summary handout of the findings for the public. Eula will inquire with RTL about a summary after the zoom meeting.

- **Investment Policy**

- Sherry Williams stated that Tom Carley reviewed the investment policy on behalf of the Policy & Personnel Committee. Tom stated that the policy looked good and is conservative. A brief discussion followed.
 - **A MOTION TO APPROVE** the readoption of the investment policy as written was made by Jerry Coogan and **SECONDED** by Eula Kozma. The motion **PASSED UNANIMOUSLY**.

DIRECTOR'S REPORT

- Matthew Gunby shared his Assistant Director report. He highlighted staff recognitions within the past month.
 - Gretchen is working on creating series labels for the library's entire collection.
 - The library had been using a website for original cataloging through OCLC which New Hampshire is not technically part of. Because of this, access is limited and very expensive to belong to at the state level. Some resources that were freely available through them were no longer available. The library had to work through creating dewey numbers that were not copy cataloging. TML went with an older version of the DDC manual (Dewey Decimal Classification) that is 1/10th of the cost of the latest version. If needed in the future, TML can consider getting a newer version.
 - Onboarding of Interim Director Laura and implementing 30 min sessions with all staff. All has been going well thus far.
- Matthew shared that the Eclipse evening presentation on 02/20 went well with 18 attendees. The library will be getting eclipse glasses in and will be figuring out how to share some of them with the schools, recreation department, and the Center of Aging to reach a diverse population.

COMMITTEE REPORTS

- **Finance:** None at this time.
- **Facilities:** None at this time.
- **Personnel and Policy:** None at this time.
- **Friends of Tracy Library:** No meeting this month. Meeting was rescheduled for March. Sherry Williams and Laura Abrahamsen will attend.
- **Garden at Tracy Library:** No meeting this month. Sherry Williams and Laura Abrahamsen will attend the March meeting.

OPEN DISCUSSION

- Sherry Williams gave thanks to both the trustees and staff for all of their work and support throughout her trustee term. She also gave some suggestions for the trustees as the governing board.
 - Trustees should be represented in town and selectmen meetings.
 - The importance of trustees to be visible and engaged within the community.
 - Suggested appointing liaisons for town meetings and advisory boards.
 - Recommended adding another committee member to each committee and making the chair an alternate.
 - Having a board retreat, and setting BoT goals.
 - Reminders of deadlines for getting agendas, draft minutes, packet material to Nicole.
- Tom Carley suggested having an executive session after meetings. Restructuring opportunity.
- Eula Kozma briefly discussed the process of the change over of the board process after the election for the BoT March meeting.
- Beth Condict thanked Sherry Williams on behalf of the staff for being amazing, diligent and putting in lots of work during a critical time for the library. Laura Abrahamsen added that it is clear that with Sherry's leadership and all trustees for supporting the staff that it has kept the library going through a critical time and has been pleasantly surprised with the easement of stepping in as Interim Director.

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

- Strategic Plan Finding Review with RTL: Monday, February 26, @12:00pm on Zoom
- Personnel & Policy Committee/Director Search Committee: Wednesday, February 28, @5:00pm
- Facilities Committee: Wednesday, March 7, @4:30pm
- Board of Trustees: Wednesday, March 20, @5:00pm

OTHER MEETINGS

- Board of Selectmen: Thursday, February 22, @5:30pm
- Citizens Advisory Committee: March 2, @7:30am
- Town Elections: March 12, @7:00am to 7:00pm
- Town Meeting: March 13, @7:00pm
- Friends of Tracy Library: Monday, March 18, @4:00pm
- Garden at Tracy Library: Thursday, March 14, @12:30pm

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

ADJOURNMENT 6:29pm

Respectfully Submitted,
Nicole Swanson