

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, March 20, 2024

Present: Tom Carley, Jerry Coogan, Jen Cross, Judy Fox, Eula Kozma, Joanne Palmisano, Sherry Williams, Laura Abrahamsen (Interim Director), Matthew Gunby (Assistant Director)

Remotely: Steve Solomon

Staff: Beth Condict, Ben Cote

Public: Sara Scheuch

Meeting was called to order by Sherry Williams at 5:10 pm.

APPROVAL TO ALLOW COMMITTEE MEMBER TO PARTICIPATE REMOTELY

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

APPOINTMENTS

- None at this time.

PUBLIC COMMENT

- None at this time.

MEETING MINUTES

- A **MOTION TO APPROVE** the minutes of the February 21, 2024 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

- Library received donations in the amount of \$123
- A **MOTION TO APPROVE** cash donations was made by Jerry Coogan and **SECONDED** by Judy Fox. The motion **PASSED UNANIMOUSLY**.

ELECTION OF OFFICERS

- Joanne Palmisano nominated Eula Kozma to serve as Board Chair.
 - A **MOTION TO APPROVE** Eula Kozma as trustee chair was made by Joanne Palmisano and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.
- Steve Solomon nominated Joanne Palmisano for board vice chair and secretary.
 - A **MOTION TO APPROVE** Joanne Palmisano as trustee vice chair and secretary was made by Steve Solomon and **SECONDED** by Eula Kozma. The motion **PASSED UNANIMOUSLY**.
- Joanne Palmisano nominated Tom Carley for trustee treasurer.
 - A **MOTION TO APPROVE** Tom Carley as trustee vice treasurer was made by Joanne Palmisano and **SECONDED** by Sherry Williams. The motion **PASSED UNANIMOUSLY**.

APPOINTMENT OF COMMITTEES & LIAISONS

- Finance Committee
 - Tom Carley briefly described the Finance Committee roles and responsibilities.
 - A **MOTION TO APPOINT** Tom Carley, Jerry Coogan and Eula Kozma to the Budget Committee was made by Joanne Palmisano and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.
- Facilities Committee
 - Both Steve Solomon and Jerry Coogan briefly described the Facilities Committee roles and responsibilities and the collaboration with the director.
 - A **MOTION TO APPOINT** Jerry Coogan, Judy Fox, Steve Solomon and Eula Kozma to the Facilities Committee was made by Joanne Palmisano and **SECONDED** by Tom Carley. The motion **PASSED UNANIMOUSLY**.
- Personnel & Policy Committee
 - Eula Kozma briefly described the Personnel & Policy Committee roles and responsibilities.
 - A **MOTION TO APPOINT** Jen Cross, Joanne Palmisano and Eula Kozma to the Personnel & Policy Committee was made by Judy Fox and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.
- Garden at Tracy Library Liaison
 - A **MOTION TO APPOINT** Judy Fox as the Garden at Tracy Library liaison was made by Jen Cross and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.
- Friends of Tracy Memorial Library Liaison
 - A **MOTION TO APPOINT** Joanne Palmisano as the Friends of Tracy Memorial Library liaison was made by Jen Cross and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.
- Board of Selectman Liaisons
 - Eula discussed the importance of having representation at town meetings. Eula suggested electing liaisons or establishing a calendar that rotates through all trustees. A brief discussion followed. Eula also volunteered to be the liaison to Kim Hallquist. Board members agreed to create a rotating calendar of who will attend meetings.
- Town Budget Committee Liaisons
 - Tom Carley volunteered to be the liaison for the Town Budget Committee.
- Citizens Advisory Committee Liaisons
 - Board members agreed to create a calendar that trustees can sign up to attend meetings.
- Check Signers
 - After a brief discussion, board members decided to keep current check signers Tom Carley, Jerry Coogan, and Judy Fox until a Director is hired.

NEW BUSINESS

- Updates from Staff
 - Laura Abrahamsen stated that Jim Perkins from the town archives will be taking down the bicentennial quilt in the library AV room to be photographed and documented. The UV film will be replaced to protect the quilt and a website will be created about the quilt. Sara Scheuch (public) added that second graders from KRES New London Elementary School will be doing a Social Studies unit on New London's history to see the change from the past to present using the bicentennial quilt squares. The unit will start mid-April and the grade will be visiting the library.

- Ben Cote stated that the youth department had a record breaking story time with 56 attendees. He hopes the momentum will carry through the summer.
- Matthew Gunby stated that an Adult Programming Committee has been formed. There are 3 pilot programs that will be tried in April – board games learn/play (Saturday), writers group (Saturday) and youth Dungeons and Dragons (Thursday).
- Beth Condict stated that the library has received 500 Solar Eclipse glasses for the public. The library also shared some glasses with NL Elementary School, the recreation department and the council of the aging. Matthew added that the Solar Eclipse presentation in February had 18 attendees and youth services will be doing an eclipse themed storytime.
- Candidate for Alternate Trustee
 - Tom Carley stated that David Click was the first runner up in the 2024 Town election, and that David would be interested in being an alternate trustee. It would be valuable to offer the first runner up an alternate Board of Trustee position. Joanne Palmisano suggested having Emma Phipps as another possible alternate. Jen Cross knows Emma and will reach out to her. A brief discussion followed.
 - A **MOTION TO RECOMMEND** David Click as an Alternate Trustee to the Board of Selectmen was made by Jerry Coogan and **SECONDED** by Tom Carley. The motion **PASSED UNANIMOUSLY**.
- Library Open House April 16
 - Matthew Gunby stated that the library will be having an open house on Tuesday, April 16th from 5:30pm to 7:30 pm. There will be tables set up in the meeting room for the Board of Trustees, Friends of Tracy Memorial Library, Garden at Tracy Library, Adult Services with Beth Condict, Youth Services with Ben Cote, and Digital Services with Matthew. Interim Director Laura will be giving tours. The Friends will be providing pizza and there will be raffles.
- Landscaping and Tree Trimming
 - Laura Abrahamsen shared that she received a quote for the annual service from Chippers landscaping that is already accounted for within the library budget. Laura also stated that 2 maple trees in the back corner of the library grounds were on the facilities tracking document that needed to be addressed. Chippers gave a quote for \$1,685.
 - A **MOTION TO APPROVE** the spending of \$1,685 for the trimming of 2 maple trees by Chippers was made by Jerry Coogan and **SECONDED** by Tom Carley. The motion **PASSED UNANIMOUSLY**.

OLD BUSINESS

- Library Director Search
 - Eula Kozma stated that the library director search would be on hold until later in the meeting.
- Mold Remediation/Moisture Concerns
 - Laura gave 2 updates regarding the mold remediation/moisture concerns.
 - She spoke with Sara Grogins from Service Master and they will return to the library on 4/1 to complete the work that was not completed. They will also change 2 stained ceiling tiles in the circulation office. Also, Sara will revise the hours billable making the invoice to be paid lower.

- The library has switched over their disinfecting materials to products that are non-toxic and do not contain bleach.
- Roof Project Update
 - Jerry Coogan stated that the Facilities Committee met and decided that they would like to get the advice of a design professional, Frank Anzalone. Frank will help determine what to get done for the roof and outside improvements. Jerry met with Frank on Friday and will forward the proposal to the board once it is received. Steve Solomon gave an overview of roofing inspections and bids. A brief discussion followed about how to get the proposals from companies to complete the work. Once the Facilities Committee receives Frank's report, they will come up with a recommendation to present to the full board.
- Exterior Building Repairs
 - Jerry Coogan stated the same process for the roof will be used for the exterior work of the library.
- Generator
 - Jerry Coogan informed the board that the bid previously submitted to replace the existing size generator has remained the same. The cost would be \$9,918. Steve Solomon stated that a larger generator would fit but it will take time to go through FEMA. It is the Facilities Committee recommendation for the board to accept the bid received to replace the current generator with the same kind for \$9,918. A brief discussion followed.
 - A **MOTION TO APPROVE** the generator contract of \$9,918 was made by Joanne Palmisano and **SECONDED** by Jen Cross. The motion **PASSED UNANIMOUSLY**.
 - A request to be put on the Board of Selectmen agenda to draw from the Capital Reserve account will be done for next month's meeting.
- Strategic Planning
 - Eula Kozma stated that there have been no new updates at this time. Both staff and board members met with ReThinking Libraries via Zoom to discuss the findings book. The meeting was recorded for those who could not attend. Eula will contact RTL for a more condensed version of the findings book to be shared with the public. A fall visit from RTL will need to be scheduled. .

DIRECTOR'S REPORT

- Laura Abrahamsen stated that all the fire inspection violations were corrected within the library. Both the elevator and boilers were all checked and certificates are where they need to be. The library is a collection site for the community needs health engagement survey for Dartmouth. Laura informed the board that NHLTA is having a trustee training in May for new trustees. Eula Kozma volunteered to be the new contact for NHLTA and will pass along the information to new trustee Jen Cross.

COMMITTEE REPORTS

- Facilities Committee: None at this time.
- Finance Committee: Tom Carley stated that once the third quarter is closed on 3/31, a detailed analysis will be done to see where the library is going into the fourth quarter. Joanne Palmisano inquired about when the line 21-\$45,000 for employee compensation would need to be decided. Tom stated that it will take effect on July 1, 2024. A brief update was given by both Eula Kozma and Joanne. A discussion followed. The Policy and Personnel Committee will have a work session and will bring back recommendations to the board regarding line 21.

- Personnel and Policy: None at this time.
- Friends of Tracy Memorial Library: Matthew Gunby stated that the Friends will be hosting a program in May through NH Humanities and will be scheduling another program in October.
- Garden at Tracy Library: Laura Abrahamsen stated that the Garden is proposing an addition to the black Tracy Library sign on the front corner of the building directing the public to the garden. The Garden will present the sign to the board for approval.

OPEN DISCUSSION

- Library Director Search
 - Eula Kozma gave a suggestion to go into a non-public session to discuss the library director search.
 - 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 nonpublic session in accordance with RSA 91A was made by Steve Solomon and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY** at 6:25pm. Public session reconvened at 7:03pm.

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

- Personnel & Policy Committee/Director Search Committee: Wednesday, March 27 @5:00pm
- Facilities Committee: Wednesday, April 3 @4:30pm
- Board of Trustees: Wednesday, April 17 @5:00pm

OTHER MEETINGS

- Board of Selectmen: Thursday, March 21 @5:30pm at *the Kearsarge Professional Development Center*
- Citizens Advisory Committee: Saturday, April 6 @7:30am
- Garden at Tracy Library: Thursday, April 11 @12:30pm
- Friends of Tracy Library: Monday, May 13 @4:00pm

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

ADJOURNMENT 7:03pm

Respectfully Submitted,
Nicole Swanson