

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

Present: Tom Carley, Jerry Coogan, Jen Cross, Judy Fox, Eula Kozma, Joanne Palmisano, Steve Solomon, Laura Abrahamsen (Interim Director), Matthew Gunby (Assistant Director), Beth Condict (Head of Circulation)

Public: Carol Fraley, Terry Joyce

Meeting was called to order by Eula Kozma at 5:02 pm.

APPOINTMENTS

- Carol Fraley and Terry Joyce from the Garden at Tracy Library
 - Terry Joyce shared a proposal with pictures for a new garden sign. The sign would be attached to the existing library sign on the corner of Pleasant and Main Street. The sign will be seasonal. The Garden received 2 local quotes. Garden will go with vendor 2 for lower cost and high density urethane for the sign. Vendor 2 also volunteered to paint the white pole free of charge.
 - A **MOTION TO APPROVE** the proposed new garden sign as outlined in the Gardens proposal was made by Judy Fox and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.
 - Eula Kozma signed the permit. Terry will submit the permit to the town and thanked the board.
 - Carol Fraley stated that in order for the garden party in June to have a tent which is also used by the library that weekend, it must be approved by the town and inspected by the fire department. The property owners being the board must sign a permit granting permission to use the public property with the tent.
 - Eula Kozma signed the permit and Carol will submit it to the town for approval from all the chiefs.

PUBLIC COMMENT

- None at this time.

MEETING MINUTES

- Laura Abrahamsen made a correction of the spelling of her last name and Eula Kozma made the correction of "alternate" trustee.
 - A **MOTION TO APPROVE** the minutes of the March 20, 2024 meeting of the Tracy Memorial Board of Trustees with the 2 corrections was made by Jen Cross and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.

ACCEPTANCE OF CASH DONATIONS

- Library received donations in the amount of \$27.
 - A **MOTION TO APPROVE** cash donations was made by Steve Solomon and **SECONDED** by Joanne Palmisano. The motion **PASSED UNANIMOUSLY**.

NEW BUSINESS

- **Garden Sign**
 - Board members were in agreement that the new sign looks good and will be beneficial to the library and garden.
- **Updates from Staff**
 - Matthew Gunby thanked the trustees who were able to attend the open house on 04/16. The library has been hosting various new programs that have been going well in April. Adult programming is expanding.
 - Laura Abrahamsen reached out to Jim Perkins to review some historic artwork in the possession of Library. Jim referred Nancy Duton to assist. There is a significant folk portrait of Josiah Brown painted by a Mr. Willson of NH that is not cataloged in the known portraits of this historic individual, and could potentially be added to the other known 30 of such within the US.
- **Recruiting Alternates**
 - Tom Carley gave an update regarding the interest of David Glick in becoming an alternate Trustee. David has accepted a new position at The Fells and is unsure if he will accept the alternate position at this time. Jen Cross has reached out to Emma Phipps as another possible alternate and is waiting to hear back. The board will move forward with recommendation of David Glick to the Select board and will continue to look for other alternate candidates.
- **Facilities Maintenance Position (FY2025)**
 - Steve Solomon gave an update on the difficulty in finding someone for part time maintenance projects. Laura gave a suggestion about contacting the town to possibly share the position. Steve would have to contact the town to see if there is a similar need. Joanne Palmisano suggested hiring a handyman per project basis. A brief discussion followed where ideas were brainstormed and specifics/definition of the position were made. A few avenues will be explored.
- **TML Wage Study and Compensation Adjustments (FY2025)**
 - Joanne Palmisano stated that she met with Matthew Gunby and Beth Condict to review the current information available on NH library position compensation in area libraries. Short term goals were discussed for additional wage adjustments for some positions. Matthew, Beth and Tom Carley will attend the Policy & Personnel Committee meeting on 04/25 for further discussion.
- **Additional Revenue Sources for the Library [Currently, only interest from Tracy Trust]**
 - Tom Carley stated that Joe Kubit made changes to the trust portfolio. On a rolling 12 month basis the library will generate about \$31,000 in investment income.
- **Exterior Building Repairs [per FY2025 Capital Reserve Plan]**
 - Steve Solomon stated that Frank Anzalone Architecture firm gave a proposal for an evaluation of the roof and exterior work of the building that included the development of some specs that could contribute to a proposal for work sent out for bid. The Facilities Committee voted to recommend to the trustees that they accept Frank's proposal. The Board approved the fee of \$7400 for this work Tom Carley suggested paying the bill out of the operating funds.
 - A **MOTION TO APPROVE** the proposal from Frank Anzalone was made by Steve Solomon and **SECONDED** by Jerry Coogan.
 - A **MOTION TO AMEND** the **previous MOTION TO APPROVE** the proposal from Frank Anzalone with his fee being paid from the

operating budget was made by Steve Solomon and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.

- Jerry will contact Frank to follow up and will receive the agreement from him.
- **Library participation in Hospital Days Aug 1-3, 2024**
 - Laura Abrahamsen stated she received a request for the library to participate in New London Hospital Days to be held this August. It was agreed by the trustees that the library will have a presence.

OLD BUSINESS

- **Library Director Search**
 - Joanne Palmisano gave an update on the progress of the director search. 2 candidates were interviewed and there is 1 more for next week. The search committee will then meet and gather feedback and rank the candidates. The committee will recommend a new director to the board at the May meeting.
- **Mold Remediation/Moisture Concerns**
 - Laura Abrahamsen stated she paid the invoice from Service Master. She also emailed Purely Green Environmental to schedule a follow up retest of the indoor air quality. She hasn't heard back and will follow up by giving them a call.
- **Generator – need approval of Select board – appointment at 4/18/24 meeting**
 - Laura Abrahamsen will be going to the Select Board to request \$9,918 out of the Capital Reserve budget for the generator replacement. She also has an invoice from the generator company stating that 3-4 weeks out of receiving the first payment the replacement will start. Both Eula Kozma and Steve Solomon will also attend the meeting.
- **Strategic Planning [Next steps, including project \$\$ balance and FY2025 funding]**
 - Joanne Palmisano stated there are no updates currently and the planning has been paused. Once a new director is hired, there will be a strategic planning retreat and implementation. Tom Carley stated the balance is a little over \$5,000 and can be put into the FY2025 budget.

DIRECTOR'S REPORT

- Laura Abrahamsen stated that there is going to be a board game program on Saturday, 4/20. Matthew Gunby stated that the library received 500 solar eclipse glasses which were given to patrons and other organizations such as COA, the school district, and the recreation department. Laura stated that the Bicentennial quilt was photographed and that there was a bound handbook that details the quilt. Laura also shared that Sally Dean and Nancy Mahar committed to doing the front gardening.

COMMITTEE REPORTS

- **Facilities Committee:** Steve Solomon gave an update on the stone wall. Volunteer Charles Kelsey had a medical setback earlier this month but says he feels comfortable in still undertaking the repair of the stone wall. Charles will identify and let Steve know which properties he needs to have access over to complete the work. Once Steve knows his plans, he will draft up letters to the home owners. A concern was brought up regarding Charles' ability to repair the wall after his medical setback, a brief discussion followed. Steve will contact him on his progress.

- **Finance Committee:** Tom Carley shared a 2 page profit/loss budget spreadsheet. Tom touched on page 1 under the expense section, the library saved money in payroll expenses and benefits of \$30,000. The second page for being ¾ through the budget, there is a surplus of \$31,514, but will have to see how the rest of the year goes.
- **Personnel and Policy:** None at this time.
- **Friends of Tracy Memorial Library:** Joanne Palmisano stated that the MOU was presented to the Friends board for their review and edits. The revised MOU will be presented to the Policy and Personnel Committee for acceptance of the edits and approval, then it will be signed by Eula Kozma and Friends chair Carrie Bouton.
- **Garden at Tracy Library:** Judy Fox stated that there is no update on the MOU with the Garden. Laura Abrahamsen stated that she attended the meeting and the Garden informed her that there is a grate that needs to be leveled in the backyard, and also a door is off its hinges that houses the shut off to the fountain under the stack room stairs. Steve Solomon made note of the repairs for the Facilities Committee to address.
- **Board of Selectmen:** Meeting is on 4/18 and Laura Abrahamsen, Eula Kozma and Steve Solomon will attend. The library is presenting the generator proposal and the alternate trustee.
- **Town Budget Committee:** None at this time.
- **Citizens' Advisory Committee:** Laura Abrahamsen attended the meeting. She stated that there was a presentation by Putnam Kidder about the Recreation department and their role in the town. Jerry Coogan addressed the need of the attendance of trustee members at these meetings if there is no library agenda item. A brief discussion followed. Jen Cross volunteered to monitor agendas to see when the library was on them so a trustee member can attend.

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

- Personnel & Policy Committee/Director Search Committee: Wednesday, April 24 @5:00pm
- Facilities Committee: Wednesday, May 8 @4:30pm
- Board of Trustees: Wednesday, May 15 @5:00pm

OTHER MEETINGS

- Board of Selectmen: Thursday, April 18 @5:30pm
- Citizens Advisory Committee: Saturday, May 4 @7:30am
- Garden at Tracy Library: Thursday, May 9 @12:30pm
- Friends of Tracy Library: Monday, May 13 @4:00pm

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

ADJOURNMENT 6:14pm

Respectfully Submitted,
Nicole Swanson

DRAFT