

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, May 15, 2024

Present: Tom Carley, Jerry Coogan, Jen Cross, Eula Kozma, Joanne Palmisano, Steve Solomon, Matthew Gunby (Assistant Director), Beth Condict (Circulation Manager), Ben Cote (Youth Services)

Absent: Judy Fox

Meeting was called to order by Eula Kozma at 5:06 pm.

APPOINTMENTS

- None at this time.

PUBLIC COMMENT

- None at this time.

MEETING MINUTES

- A **MOTION TO APPROVE** the minutes of the April 17, 2024 meeting of the Tracy Memorial Board of Trustees was made by Joanne Palmisano and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.

ACCEPTANCE OF CASH DONATIONS

- Library received donations in the amount of \$128.
 - A **MOTION TO APPROVE** cash donations was made by Steve Solomon and **SECONDED** by Jen Cross. The motion **PASSED UNANIMOUSLY**.

NEW BUSINESS

- **Updates from Staff**
 - Matthew Gunby stated that he received a resignation letter from Brian Hobart stating that he is retiring and his last day will be May 25, 2024. Brian's hours will be divided by 2 current staff members who stated in their staff reviews that they are looking for additional hours.
 - A **MOTION TO APPROVE** the resignation of Brian Hobart was made by Jerry Coogan and **SECONDED** by Joanne Palmisano. The motion **PASSED UNANIMOUSLY**.
 - Ben Cote stated that there was a hiring process for a temporary Youth Services Assistant for summer 2024 that was already in the FY2024 budget. An offer was made to Barbara Schumacher pending board approval. She will be cross trained for the Circ desk if needed.
 - A **MOTION TO APPROVE** the hiring of Barbara Shoemaker as temporary Youth Services Assistant from 06/01/24 to 08/31/24 was made by Joanne Palmisano and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.

- Beth Condict shared that 3 second grade classes from KRES NL visited the library as part of their local history unit. Students studied the Bicentennial quilt and learned about the history of the library.
- Matthew stated that the library has been internally looking for a program specialist with letters due by Friday. The position would be adding additional hours and expanding their duties at the library. Matthew also inquired about the FY2024 budget and where the library stands on funds. A brief discussion followed. Tom Carley suggested meeting the first week in June once the May books have been closed to discuss further.

OLD BUSINESS

- **Updates recruiting Alternates**
 - Tom Carley stated that David Click has been approved by the Selectmen as an alternate. If David accepts he will need to be sworn in. If not accepting he will need to contact Will Kidder. A brief discussion followed. The BoT were in consensus to continue to recruit alternates and to be proactive.
- **Facilities Maintenance Position (FY2025)**
 - Steve Solomon stated that the Facilities Committee approved the hiring of Pleasant Lake Paint & Repair to complete minor repairs to the building. Steve shared a proposal from Pleasant Lake Painting & Repair for the work and stated that Frank Anzalone looked over the proposal and approved it. The Facilities Committee recommends to the BoT the hiring of Pleasant Lake Painting & Repair. Tom Carley recommended using the repair and maintenance fund.
 - A **MOTION TO APPROVE** the hiring of Pleasant Lake Painting & Repair pursuant to the proposal shared and fund it out of the repair and maintenance budget was made by Tom Carley and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.
 - Steve suggested having a staff member be the point person since they are a constant at the library. Steve suggested Ben Cote. Ben agreed to be the point person and will contact the BoT if needs further assistance.
- **TML Wage Study and Compensation Adjustments (FY2025)**
 - Joanne Palmisano stated that there had been a preliminary discussion of line 21 expenditures where Matthew Gunby and Beth Condict were involved. A brief discussion took place regarding a wage study. Another meeting will be needed to look at the overall salary adjustments for lower leveled staff then look to FY2026 for remaining staff.
- **Exterior Building Repairs (per FY2025 Capital Reserve Plan)**
 - Nothing further than what has already been discussed.
- **Library participation in Hospital Days August 1-3, 2024**
 - The BoT were in consensus that the library will have a presence in Hospital Day's. Ben Cote stated that the theme this year is the Olympics and the summer reading programs final event will also take place on the same day after the parade. A discussion followed. Beth Condict suggested collaborating with both the Friends and the Garden. Eula Kozma will reach out to them to see if there would be interest.
- **Mold Remediation/Moisture Concerns**
 - Steve Solomon stated that Purely Green was scheduled to conduct their final air quality test. Matthew stated the test will be done on 06/08 and is monitoring the Interim Directors emails/phone to stay up to date with any further communications.

Eula Kozma mentioned the ongoing moisture concerns. Steve stated that the front door seals will be adjusted by Pleasant Lake Painting & Repair and that Frank Anzalone will also take a look at the door. Ben Cote reported that a dehumidifier has been running in that room and the percentage is high.

- **Generator Update**
 - Jerry Coogan stated that the generator has been ordered, and a deposit is being sent. The generator will be delivered in 6 weeks and then will be installed. The company will remove and dispose of the old one.
- **Strategic Planning (Next steps, including project \$\$ balance and FY2025 funding)**
 - Eula Kozma stated that there is no current update. She will contact RTL to set up a visit for the fall of 2024 since a new director has been hired. Tom Carley stated that all invoices have been paid.
- **Library Director Search Update**
 - Eula Kozma stated that Interim Director, Laura Abrahamsen's contract was not renewed. She fulfilled 3 months of her original contract. Her last day was last week. An offer has been extended to Richard Tutwiler that was accepted pending completion of a background check. The background check is in process. His anticipated start date is July 1, 2024. Jerry Coogan suggested having a reception for him to meet the community in late summer/early fall in the garden.
- **Rotary Bench Placement**
 - Jerry Coogan stated that the Rotary started a recycling program where they used the plastic to make 2 benches. 1 is currently outside of the Information Booth and the 2nd one will be put outside the library. There has been discussion about placing the bench in front of the big tree in the front yard. Jerry would like to meet with Bob Harrington and 2 members of the staff to make sure on bench placement. A concrete pad will be added for the bench to go on. Tom Carley stated that the town will need to approve of the bench since the library is a town property. Jerry will contact the town about getting approval.
- **Friends MOU Update**
 - Joanne Palmisano stated that the Friends reviewed the MOU with some changes. There is a clause that states The Friends as an independent organization needs to carry insurance and that the library is not responsible for any claims. Joanne stated The Friends never had an insurance policy. The Friends approved in their meeting to investigate insurance policies. The Friends reached out to the Garden about their policy. The Friends also approved a follow up with an independent attorney to review the MOU. Joanne stated that overall good progress has been made.

DIRECTOR'S REPORT

- Eula Kozma shared Interim Director Laura Abrahamsen's report. During Laura's final exit interview, she shared a piece of work she just started - cataloging and assessing all the artwork and historic pieces in the building. Eula shared the spreadsheets she created. The BoT agreed that cataloging and appraisals should be completed. Ben Cote also stated that the many plaques around the library should also be cataloged. The BoT agreed that a uniformed labeled system for display pieces should be done.

COMMITTEE REPORTS

- **Facilities Committee:** Steve Solomon stated that the Facilities Committee meeting has been moved to 06/05/24. Jerry Coogan stated that Frank Anzalone is completing an analysis of the building and the BoT will look to bid out the work.
- **Finance Committee:** None at this time.
- **Personnel and Policy:** Eula Kozma stated that she met with Matthew Gunby, Beth Conduct and Ben Cote for their staff evaluations. They all had an informal discussion that included highlights and goals. Eula will document the meetings for their staff files.
- **Friends of Tracy Memorial Library:** None at this time.
- **Garden at Tracy Library:** Jen Cross stated that the garden sign will be done by Memorial Day. The mulch for the garden is going in on Saturday. The Garden party is scheduled for 06/23/24 and Eula Kozma will give a brief speech. The Kellett plaque from the New London Garden Club will also be installed in the garden.
- **Board of Selectmen:** None at this time.
- **Town Budget Committee:** Tom Carely informed the BoT that the town budget meeting will be on 10/25/24. The TML budget will start to be worked on when the new director begins.
- **Citizens' Advisory Committee:** Jen Cross stated that she has been checking the agenda and TML has not been on it.

OPEN DISCUSSION

- Eula Kozma discussed nominating one of the adjunct partnerships for a NHLTA award. Joanne Palmisano suggested nominating the Garden at Tracy Library. Joanne volunteered to work on nomination with the application being due on 07/12/24. The BoT were all in consensus with The Garden being nominated. Joanne will reach out to Judy Odell from The Garden to collaborate with for the application.

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, May 29 @5:00pm
- Facilities Committee: Wednesday, June 5 @4:30pm
- Board of Trustees: Wednesday, June 19 @5:00pm

OTHER MEETINGS

- Board of Selectmen: Thursday, May 22 @5:30pm
- Citizens Advisory Committee: Saturday, June 1 @7:30am
- Garden at Tracy Library: Thursday, June 13 @12:30pm
- Friends of Tracy Library: Monday, July 8 @4:00pm

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

ADJOURNMENT 6:11pm

Respectfully Submitted,

Nicole Swanson