

**TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**Wednesday, June 19, 2024**

**Present:** Tom Carley, Jerry Coogan, Jen Cross, Eula Kozma, Steve Solomon, Ben Cote (staff), Assistant Director Matthew Gunby

**Absent:** Judy Fox, Joanne Palmisano

The meeting was called to order by Eula Kozma at 5:03 pm.

**APPOINTMENTS**

- Frank Anzalone Associates Architects and Planners
  - Frank Anzalone with his associates, David and Wyatt submitted a report to the BoT on the exterior building condition. They looked at the exterior of the building - siding and roof and identified problem areas. Frank gave his recommendations for both short and long term work with the roof being the priority.
    - Siding - is in really good shape. Some areas need cleaning and some work to be done to prevent future damage. Frank gave options of repairing areas with wood (short term) or synthetic materials (long term). Frank recommends addressing the trim as soon as possible.
    - Roof - has been patch worked and is at different stages. Shingles are in various conditions, but all need to be maintained. Frank's recommendation is to have them maintained twice a year - spring after the winter and in the fall after the harsh summer. The report shows pictures of the conditions of the shingles. Also, there is no drip edge on the roof and it caused some rot of wood trim. 2 flat roofs - 1 over the stack room and other over the front of the building are big concerns. Both need replacement and Frank is recommending a rubber roof with a slope addition as soon as possible. A brief discussion followed about companies who may be able to complete the work.
    - Frank can give the BOT the format for the RFP to fill out with project specs.
- Patti Bechok
  - Patti introduced herself and is interested in becoming a possible alternate trustee. Patti is a longtime New London resident, a retired teacher from KRSD, has a love for the library and visits about 4 times a week. Eula will reach out to her with more information.

**PUBLIC COMMENT**

- None at this time.

**MEETING MINUTES**

- A **MOTION TO APPROVE** the public minutes of the May 2, 2024 and May 15, 2024 meetings of the Tracy Memorial Board of Trustees was made by Steve Solomon and **SECONDED** by Jen Cross. The motion **PASSED UNANIMOUSLY**.

**ACCEPTANCE OF CASH DONATIONS**

- The library received donations in the amount of \$1,049.34.
  - A **MOTION TO APPROVE** cash donations was made by Steve Solomon and **SECONDED** by Jen Cross. The motion **PASSED UNANIMOUSLY**.

## NEW BUSINESS

- **New Library Director Welcome and Orientation Plan**
  - Eula Kozma stated that the new director, Richard Tutwiler, will be starting on July 1st. His first week will be an informal welcoming and onboarding of the library with checklists from Matthew and Ben. There was a brief discussion on welcoming ideas. Eula will set up meetings with the town offices to get necessary paperwork completed.
- **Program Specialist Hire**
  - Matthew Gunby stated that the library has hired an internal program specialist. There was one staff member interested in the position who has done some programming already at TML within the past 4 months. Matthew put forward Madeline Reno for the Program Specialist position.
    - A **MOTION TO APPROVE** the hiring of Madeline Reno as Program Specialist was made by Steve Solomon and **SECONDED** by Tom Carley. The motion **PASSED UNANIMOUSLY**.

## OLD BUSINESS

- **Recruiting/Securing Alternate Trustees**
  - Eula Kozma stated that on May 20, she received a letter from Judy Fox resigning as a trustee as soon as practical.
    - A **MOTION TO APPROVE** the acceptance of Judy Fox's resignation as trustee was made by Steve Solomon and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.
  - Eula stated that BoT had put forth David Click to the Selectman as an alternate trustee and he was approved. However, David is unable to fulfill role due to new job within the community and Friends of Tracy conflict. The Bot wishes him well and has updated Will Kidder.
  - Eula referenced the previous BoT meeting where Emma Phipps was put forth as an alternate trustee. Jen Cross has been speaking with Emma Phipps about becoming a more permanent trustee who would finish the remainder of Judy's term until March 2025. Emma is willing and able to fill the role.
    - A **MOTION TO APPROVE** the recommendation of Emma Phipps as a trustee to the Board of Selectman was made by Jerry Coogan and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.
- **Facilities Maintenance**
  - Matthew Gunby stated that Pleasant Lake Paint and Repair has done the immediate exterior work at the library. Ben Cote added that the exterior work completed was fabricating and replacing the lower rotted door underneath staircase, replacing a vent screen that's on the carriage house, replacing the rear drain manhole cover. What's left on the interior is replacing damaged ceiling tiles, adjusting bi-fold doors in meeting room, installing weather stripping and adjusting the seals around the front door. The company stated that they would be willing to work on the front entrance trim that is rotted and complete the weather stripping. The quote given for the front entrance trim was \$700. A brief discussion followed. The total contract is \$4,250 invoiced for \$1,400 for the exterior work. The BoT will move forward with remaining repairs
- **Mold Remediation/Moisture Concerns**

- Steve Solomon stated that a follow up report was received from Purely Green of the air quality after all the deep cleaning has been done. There are a few items that need to be addressed with no immediate concerns. Matthew Gunby stated that Service Master was previously used for the deep clean and the library was not pleased with the work done. BoT would like to look at other vendors once Richard is onboard. Ben offered to support Richard in the transition.
- **Strategic Planning Process - Date Selection for Retreat**
  - Eula Kozma stated that an outstanding item in the process is selecting a date for the retreat. RTL offered some October dates. The work would be done over 2 days. A brief discussion followed. Tentative dates are Monday 10/28 and Tues 10/29. Eula will reach out to RTL with dates and inquire about late afternoon/early evening meetings.
- **TML Wage Study and Compensation Adjustments (FY2024 and FY2025)**
  - The Board of Trustees discussed leaving the public session and going into a nonpublic 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 6:00pm.
  - Public session reconvened at 6:10pm.

#### **ASSISTANT DIRECTOR'S REPORT/OTHER STAFF REPORTS**

- Matthew Gunby stated that Barbara Schumacher joined the team and has gone through training with both Ben and Beth. Ben Cote stated that the complete hiring process was a good experience.

#### **COMMITTEE REPORTS**

- **Finance:** Tom Carley stated that the budget has been analyzed with regards to the surplus/actual income. There is some surplus in some areas that will be used for supplies and books for the library.
- **Facilities:** Steve Solomon stated that he received an email from Charles Kelsey with an update of his current status with the work of the stone wall. Charles is currently contacting adjacent landowners about the work he will need to do on their property and is getting their approval. Steve will then get written authority for the landowners and complete other paperwork needed.
- **Personnel and Policy:** Eula Kozma stated that the committee has wrapped up the staff compensation adjustments. Eula will send updated spreadsheets to Lynn Lewis. The committee will now be working on the contracts to be given to staff by the end of June. They will then be going back to reviewing policies that were on pause. Both Eula and Steve will review/work on the new director's contract. Eula stated that Joanne Palmisano has everything needed for the recommendation of the Garden at Tracy Library to be nominated for the NHLTA award.
- **Friends of Tracy Library:** none at this time.
- **Garden at Tracy Library:** Jen Cross volunteered to take over as liaison for Judy. Jen will attend the meetings for both July and August. The Garden will be hosting their party on Sunday, 6/23 at 2pm. Eula Kozma will give a brief speech. Eula discussed the tent that was rented for 6/22 and 6/23. Matthew Gunby stated that the library received a letter for reimbursement from the Garden for work around the building and half the tent for a total amount of \$501.50. The BoT were all in agreement to reimburse the Garden.
- **Board of Selectmen:** Tom Carley stated that he attended the meeting and presented Emma Phipps as an alternate trustee and she was approved. Tom also spoke about the importance of

having alternate trustees. Eula will go to the next selectman meeting to have Emma approved as a trustee to fill the vacant spot.

- **Town Budget Committee:** Both Tom Carley and Matthew Gunby will be making a presentation to the Budget Committee this month. There was a brief discussion on what to present. Date to be determined. Matthew will reach out to Kim Hallquist.
- **Citizens' Advisory Committee:** none at this time.

#### **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, June 26, @4:00pm
- Facilities Committee: Wednesday, August 7, @4:30pm
- Board of Trustees: Wednesday, July 17, @5:00pm

#### **OTHER MEETINGS**

- Board of Selectmen: Wednesday, June 26, @5:30pm
- Selectman's Community Gathering: CSC Wheeler Hall, Thursday, June 27, @8:30am
- Citizens Advisory Committee: No July meeting posted
- Friends of Tracy Library: Monday, July 8, @4:30pm
- Garden at Tracy Library: Annual Garden Party June 23, @2:00 pm
- New London Hospital Days: August 1-3, 2024

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

**ADJOURNMENT** 6:29pm

Respectfully Submitted,  
Nicole Swanson