

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, July 24, 2024

Present: Thomas Carley, Gerald Coogan, Jen Cross, Eula Kozma, Joanne Palmisano, Emma Phipps, Beth Condict (staff), Ben Cote (staff), Assistant Director Matthew Gunby, Director Richard Tutwiler

Remotely: Steve Solomon

The meeting was called to order by Eula Kozma at 5:04 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 Jen Cross and **SECONDED** by Gerald Coogan. The motion **PASSED UNANIMOUSLY**. Steve was sick 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 May 2, 2024 and May 15, 2024 meetings of the Tracy Memorial Board of Trustees was made by Joanne Palmisano and **SECONDED** by Jen Cross. The motion **PASSED UNANIMOUSLY**.

ACCEPTANCE OF CASH DONATIONS

- The library received donations in the amount of \$159.
 - A **MOTION TO APPROVE** cash donations was made by Joanne Palmisano and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.

NEW BUSINESS

- **Welcome New Library Director**
 - New Director Richard Tutwiler introduced himself and gave a brief overview of his experiences. He stated he is happy to be at Tracy and feels very welcomed by the community. He also thanked Matthew Gunby who has served in a great capacity as assistant director.
- **Welcome Emma Phipps and Committee/Liaison selection**
 - New trustee Emma Phipps gave her background. She is a long time New London resident, who would frequent the library as a child. She has previously ran for the Board of Selectmen and has liked the experience she gained. She is excited for this opportunity to serve on the BoT for Tracy Library.
- **Authorization of new bank signers**
 - Thomas Carley gave a brief overview about the role of being a check signer. He recommended adding new director Richard to the accounts.
 - A **MOTION TO APPROVE** Richard Tutwiler, Thomas Carley, and Gerald Coogan as check signers on the Tracy Memorial Library accounts at Bar Harbor Bank and

Mascoma Bank and removing Judith Fox was made by Eula Kozma and **SECONDED** by Jen Cross. The motion **PASSED UNANIMOUSLY**.

- **Application to use the Garden at Tracy Library from New London Garden Club**
 - Beth Condict stated that there is a memorial plate that is on the fountain in the garden for Kristine Kellett. The New London Garden Club would like to have a reception to honor her memory. Matthew Gunby stated the date is 08/01/24 from 2:45pm - 4:00pm.
 - A **MOTION TO APPROVE** the use of the garden by the New London Garden Club on 08/01/24 from 2:45pm - 4:00pm was made by Gerald Coogan and **SECONDED** by Thomas Carley. The motion **PASSED UNANIMOUSLY**.
 - A brief discussion took place about adding to the application about trash removal. Matthew stated that there is a hold harmless agreement on the application already.

OLD BUSINESS

- **Hospital Days Participation**
 - Joanne Palmisano stated the theme is The Games. The parade will be on Sat, August 3rd at 10am. There was a discussion about specific ideas and who would be attending the parade. Joanne will be picking up supplies needed for costumes, and Erin Garcia will lend sports equipment. The Friends provided the funds for the candy. Ben Cote stated he submitted the application and donation. He will pass along the parade details to Joanne.
- **Recruiting/Securing Alternate Trustees Update**
 - Eula Kozma gave an update on securing an alternate trustee. Joanne Palmisano reported in the Personnel and Policy Committee meeting that Patti Beachcock Foose is interested in the position.
 - A **MOTION TO APPROVE** the recommendation of Patti Beachcock Foose as an alternate trustee to the Board of Selectmen was made by Jen Cross and **SECONDED** by Joanne Palmisano. The motion **PASSED UNANIMOUSLY**.

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

- Matthew Gunby stated that there have been some issues with the alarm system. It has been corrected and is currently working well. The author's presentation, Ammini Moorthy, had 17 attendees which is good for an adult program. Another author will be visiting next Tuesday, 07/30. Youth Wildlife Encounter program had over 80 attendees.
- Beth Condict stated the library has been busy with visitors despite the Main Street construction and there have been numerous new card registrations.
- Ben Cote stated that youth services have also been very busy especially with seasonal families.
- Richard Tutwiler inquired about doing a presentation for his director's report. The board welcomed his new idea. Richard attended the Board of Selectmen meeting and has been sitting in on the subcommittees of the library. He will continue using the Facilities tracking sheet as recommended by board members.

COMMITTEE REPORTS

- **Finance:** Tom Carley gave the board a Balance Sheet, Profit & Loss by Class and Profit & Loss Budget Performance. Tom pointed out the library finished out the fiscal year with \$56,000 in checking account. The town's appropriation of \$635,000 has been all spent. The Tracy Library Trust fund is \$18,000 and the Mascoma CDs are \$42,000. The Budget Performance shows surplus in personnel expense because of director vacancy, and less maintenance totaling \$43,000

that will be carried into the next fiscal year. Both Tom and Richard will meet to start discussing the 2026 budget.

- **Facilities:** Gerald Coogan stated that he has reached out to 2 companies for the roof project recommended by Frank Anzalone, and Milestone is interested in taking the job. The Facilities committee will be meeting with them on 08/08/24 to negotiate an agreement and figure out the cost, and timeframe of the project. A brief summary was given of Frank Anzalone's report and funds that would possibly be needed. Gerald also stated that Charley Kelsey is ready to start the work on the stone wall and gave a sample liability hold harmless agreement that Steve Solomon will look at. Gerald also informed the board that there was a mix up with the generator check from the libraries Capitol Reserve account, but it has been sent out and the generator will be here in a couple of months.
- **Personnel and Policy:** Joanne Palmisano gave brief summary of what he committee has been doing and sharing with Richard some of the documentation and materials for the library wage study. Joanne stated that a new MOU has been created with The Friends of Tracy Memorial Library. There is a final document that has been reviewed by them and the Personnel and Policy Committee. The Friends have opted to get their own independent insurance. Joanne will share the MOU with the board, and will hope to get approval at the next board meeting in August. The committee will continue to look at policies that may need to be updated.
- **Friends of Tracy Library:** They have been working on the MOU and will meet in September.
- **Garden at Tracy Library:** none at this time.
- **Board of Selectmen:** none at this time.
- **Town Budget Committee:** none at this time.
- **Citizens' Advisory Committee:** none at this time.

OPEN DISCUSSION

- There was a discussion of the staff response to the recent salary letters. Joanne Palmisano stated that the Policy and Personnel Committee spoke with both Richard and Beth on how to handle the topic by giving them background, the wage study, adjustments that were made, and to reassure the staff that it is an ongoing process that is hoped to be continued in 2025.

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

OTHER MEETINGS

- Board of Selectmen: Wednesday, July 24, @5:30pm
- Board of Selectmen: Wednesday, August 14, @5:30pm
- Board of Selectmen: Wednesday, August 28, @5:30pm
- Friends of Tracy Library: Monday, September 9, @4:30pm
- New London Hospital Days: August 1-3, 2024

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

ADJOURNMENT 6:09pm

Respectfully Submitted,
Nicole Swanson