

**TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**Wednesday, August 21, 2024**

**Present:** Tom Carley, Jerry Coogan, Eula Kozma, Joanne Palmisano, Beth Conduct (staff), Assistant Director Matthew Gunby, Director Richard Tutwiler

**Absent:** Jen Cross, Emma Phipps

The meeting was called to order by Eula Kozma at 5:04 pm.

**APPOINTMENTS**

- None at this time.

**PUBLIC COMMENT**

- None at this time.

**MEETING MINUTES**

- A **MOTION TO APPROVE** the public minutes of the July 24, 2024 meeting of the Tracy Memorial Board of Trustees was made by Joanne Palmisano and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.

**ACCEPTANCE OF CASH DONATIONS**

- The library received donations in the amount of \$4.00.
  - A **MOTION TO APPROVE** cash donations was made by Jerry Coogan and **SECONDED** by Joanne Palmisano. The motion **PASSED UNANIMOUSLY**.

**NEW BUSINESS**

- **Capital Reserve Discussion**
  - Richard Tutwiler will meet with the CIP planner on 8/22 for the town of New London. There are a number of projects that will need to be addressed. Both the roof and exterior are the first priorities. The Facilities Committee met with Milestone about the roof/exterior work but has not yet received a quote. Tom stated that there is some fiscal flexibility. A discussion followed.
- **10 Year CIP Plan Update**
  - Richard Tutwiler will be presenting the library's 10 year plan on Friday, 8/23 at 7am. Richard stated that there are projects that may need to be shifted in priority, like the roof repairs and exterior work. A brief discussion followed. The CIP Plan can always be amended if needed.

**OLD BUSINESS**

- **Alternate Trustees Update**
  - Eula Kozma stated that the NL Board of Selectman approved trustee alternate Patty Bechock Foose for a 1 year term. Joanne Palmisano spoke with Patty and informed her about getting sworn in at town hall. Patty will be added to necessary contact lists/meeting invites.
- **Mold Remediation/Moisture Next Steps w/new vendor**

- Richard Tutwiler stated that he met with Tom Carley and looked through old paperwork of what had been completed in the last fiscal year. There is about \$7,000 left in the budget to complete cleaning. Richard also reached out to another company, Envirovantage to complete the work and is currently waiting to hear back from them.
- **Generator Update**
  - Richard Tutwiler stated that the generator deposit has be paid for and is due to be installed in late September. Richard obtained the zoning permit from the town, and Eula Kozma signed it. The installation company needs to complete the Fire Marshall permit since the generator is 10 kilowatts. Richard gave them the required information to complete the permit.
- **Milestone Construction Update/Approval**
  - Richard Tutwiler stated that there is a contract with an action plan and scope of work that will be done for the roof/exterior. However, the contract is currently without a quote. The contract has been vetted by Primax and is to the satisfaction of Milestone. The BoT will need to approve the contract and quote once it is complete. A brief discussion followed.
    - A **MOTION TO APPROVE** the authorization of Richard Tutwiler to sign a contract with Milestone Construction not to exceed \$90,000 for the next year was made by Steve Solomon and **SECONDED** by Joanne Palmisano. The motion **PASSED UNANIMOUSLY**.

#### **DIRECTOR'S REPORT**

- Richard Tutwiler gave a presentation for his director's report. He gave a summary of the summer reading programs and Hospital Days recap. Richard highlighted adult services with displays featuring NH Eats Local month and collection of paper flowers, gave staffing updates with Barbara Shoemaker transiting from temporary to substitute employee, and a new program - movie night. Both the fire and security systems were tested and passed. The library was audited and there were no findings. Some interior work has been started by Pleasant Lake Painting & Repair (Stairwell). Richard met with Sally Dean from the Garden and discussed some trees that need to be pruned. He will be reaching out to Chippers. He also stated that when the roofers were at the library they noticed the shed roof needs to be done in the future. Library statistics were shared and they have increased.

#### **COMMITTEE REPORTS**

- **Finance:** Tom Carley stated that he is working on getting bank accounts in order and Richard is on to be a signer for both Bar Harbor and Mascoma Banks. Tom reviewed the CD's and stated that they mature in September. There was a brief discussion about how to move forward with the CD's once they matured. The CD's will be put on the next BoT agenda for September.
- **Facilities:** Steve Solomon received Mr. Kelseys volunteer waiver. Steve also sent a letter to adjacent property owners about fixing the stone wall on their properties. He will reach out to make sure there are no concerns then the stone wall will begin to get fixed.
- **Personnel and Policy:** Joanne Palmisano stated that the RTL strategic planning is scheduled for 10/21 and 10/22. Eula Kozma will be getting further details from RTL and will make arrangements for their stay. The P&P Committee will be continuing to work on policy manual updates. Both Richard and Tom are working on filing a report to the NH Dept of Justice regarding the library trust fund financial statement.
- **Friends of Tracy Library:** Joanne Palmisano stated that the next meeting will be 9/9/24 and they will be approving and signing the MOU.

- **Garden at Tracy Library:** none at this time.
- **Board of Selectmen:** Richard stated that he attended the meeting to appoint alternate trustee and they got approved.
- **Town Budget Committee:** none at this time.
- **Citizens' Advisory Committee:** none at this time.

#### **OPEN DISCUSSION**

- There was a brief discussion regarding the article in the *Valley News* about the Cornish Library and how they used the donation money they received. The board agreed to create a document with all the trusts and terms of use. Also, to make sure policies are up to date and to create new ones when necessary.

#### **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**

- Board of Trustees: Wednesday, September 18, @5:00pm

#### **OTHER MEETINGS**

- Board of Selectmen: Wednesday, August 28, @5:30pm
- Friends of Tracy Library: Monday, September 9, @4:30pm

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

**ADJOURNMENT** 6:07pm

Respectfully Submitted,  
Nicole Swanson