

**TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, September 18, 2024**

Present: Tom Carley, Jerry Coogan, Jen Cross, Eula Kozma, Joanne Palmisano, Emma Phipps, Patty Foose- Bechok (alternate), Assistant Director Matthew Gunby, Director Richard Tutwiler

Remotely: Steve Solomon

The meeting was called to order by Eula Kozma at 5:05 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 Jerry 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 August 21, 2024 meeting of the Tracy Memorial Board of Trustees was made by Jerry Coogan and **SECONDED** by Jen Cross. The motion **PASSED UNANIMOUSLY**.

ACCEPTANCE OF CASH DONATIONS

- The library received donations in the amount of \$369.
 - A **MOTION TO APPROVE** cash donations was made by Joanne Palmisano and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.

NEW BUSINESS

Meeting Room Application from the Garden at Tracy

- Eula Kozma stated the Garden at Tracy Library requested to use the meeting room on Monday, 10/28/24 for their annual appreciation volunteer luncheon.
 - A **MOTION TO APPROVE** the use of the meeting room on Monday, 10/28/24 by the Garden at Tracy was made by Jerry Coogan and **SECONDED** by Jen Cross. The motion **PASSED UNANIMOUSLY**.

Garden at Tracy Library Award Announcement and How to Acknowledge the Award

- Joanne Palmisano noted that NHLTA has selected the Garden at Tracy Library as this year's Special Library Service Contribution Award winner. The nomination was provide early this summer by Joanne Palmisano, on behalf of the BoT. Jerry Coogan assisted in obtaining narrative support from Jim Perkins and garden volunteers. Joanne stated that a NHLTA representative will be at the Garden's volunteer appreciation luncheon on 10/28/24 to give them their recognition and plaque. Those trustees who can attend the luncheon were encouraged to do so. A brief discussion followed on how else to recognize and market the Gardens award.

Budget FY2025

- Richard Tutwiler stated he received a budget timeline from Kim Hallquist. The BoT will be reviewing and approving the library's budget on 10/18/24. The official meeting of the Board of Selectmen will be on 10/25/24, but Kim would like the budget to be submitted to the town on 10/07/24. Richard stated that he will let Kim know that the budget will be formally approved on 10/18/24 with possible revisions. The Personnel and Policy Committee will review the personnel and wages lines at their next meeting on 9/25/24. Richard would like to meet with the Budget Committee to review the budget as a whole.

OLD BUSINESS

Mold Remediation/Moisture Update

- Richard Tutwiler stated that the circ vent was not properly cleaned according to the last Purely Green air quality retest. Envirovantage will be doing a full zero pressure cleaning of the system on Monday, 09/21/24. Due to the work, those employees who can will be allowed to work from home.

Roof and Construction Project Update

- Richard Tutwiler stated that it is currently in a holding pattern because he has not yet received the action plan and quote from Milestone. The contract has been reviewed by Primex, signed by Milestone and is awaiting Richard's signature once the action plan and quote are submitted.

Strategic Planning Retreat

- Eula Kozma stated that she received an itinerary from RTL for the strategic planning retreat. The retreat will be 8 hours over 2 days - 10/21/24 and 10/22/24. The times are flexible to the most availability of attendees. RTL suggested having a minimum of 15 people but no more than 30 people. RTL also suggested that the group should be diverse with staff, board, and community members/leaders. A discussion followed of community members/leaders- to invite. Richard stated he has a meeting with RTL scheduled for 9/19/24.
- Jerry Coogan suggested having a summary report of the RTL findings. A brief discussion followed about obtaining an executive summary and the quote previously given.
 - A **MOTION TO APPROVE** the added line item of approximately \$800 to include an executive summary from RTL was made by Jerry Coogan and **SECONDED** by Tom Carley. The motion **PASSED UNANIMOUSLY**.
- Matthew Gunby brought up food and refreshments for the participants and RTL. Previously the Friends did this as their special project last year. Matthew is unsure if they have been approached for this year. Matthew also shared the strategic retreat guidelines for those who needed it.

DIRECTOR'S REPORT

- Richard Tutwiler gave a presentation for his director's report. He gave summary updates - Windy Hill School has resumed bi-weekly visits to TML; changes in the KRSD bus schedules have led to a drop in both high school and middle school attendance in the library; Air Design completed their evaluation of the heating system and the library has switched on the heat for the upcoming months. Richard stated that the library's current snow clearer, gave notice that they will not be able to do the work this winter and is currently looking at other options and the library's expectations for snow storms. In the circulation department, book cleaning has been completed of all the books and a prioritization has been made for more walkthroughs of the library. Stone wall update - one of the neighboring properties that was having concerns with giving consent to be on their property has signed the contract of agreement as of yesterday. John Rogers of Pleasant Lake Painting and Repair has completed the interior library stairwell and

is determining availability to complete the other stages of the project (ceiling tile replacement, adding weatherization to old front door). Richard presented the library's 10 year plan to the CIP commission. Overall statistics are up from last August.

COMMITTEE REPORTS

- **Finance:** Tom Carley shared the balance sheet for August 2024 and the budget/actual spreadsheets from the first 2 months of the year. Two highlights were \$57,000 in cash in the bank and currently there is a surplus of \$12,000. Eula Kozma inquired about the search for the next bookkeeper. A brief discussion followed about timeline and possible recommendations.
- **Facilities:** none at this time.
- **Personnel and Policy:** none at this time.
- **Friends of Tracy Library:** Joanne Palmisano stated that she attended the meeting on the 9th. Carrie Bouton, the current chair, will be stepping down and being replaced by John Bouton. Also, Erin Garzia is stepping down from the treasurer and the Friends are currently in need of a new one. The Friends had a successful annual fundraiser that raised \$9,314 in membership dues and are working on their proposed budget. The Friends in conjunction with the library will host 4 programs from NH Humanities and are choosing speakers and dates.
- **Garden at Tracy Library:** Richard shared that the Garden at Tracy had a concern with the corner of the garden where it meets the road; the grade of the slope makes it difficult to get the mulch delivered into the garden in the spring. They would like the BoT to possibly think about getting rid of some of the landscape to be able to get the truck in. BoT agreed to take a site walk in the spring 2025.
- **Board of Selectmen:** none at this time.
- **Town Budget Committee:** none at this time.
- **Citizens' Advisory Committee:** Patty Bechok-Foose will start sharing the agenda and minutes with the BoT. She shared that there was a concern that came up in the meeting about the library building. Patty recommended that the BoT attend a meeting to give a presentation. Richard stated that he can also attend a meeting.

OPEN DISCUSSION

- Joanne Palmisano further asked questions about the snow removal at the library. A brief discussion followed. The BoT agreed to run an ad for a snow removal person and also to price out a small snow blower.
- 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 Jen Cross and **SECONDED** by Joanne Palmisano. The motion **PASSED UNANIMOUSLY** at 6:20pm.
 - Public session reconvened at 6:50pm.

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, October 16, @5:00pm

- Personnel and Policy Committee: Wednesday, September 25, @5pm

OTHER MEETINGS

- Board of Selectmen: Thursday, September 28, @5:30pm
- Friends of Tracy Library: Monday, November 18
- Garden at Tracy Library: Thursday, October 10, @12:30pm

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

ADJOURNMENT 06:55pm

Respectfully Submitted,
Nicole Swanson