

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, October 09, 2024

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

Absent: Jen Cross, Emma Phipps, Patty Bechok-Foose (alternate)

The meeting was called to order by Eula Kozma at 5:32pm.

APPOINTMENTS

- None at this time.

PUBLIC COMMENT

- None at this time.

MEETING MINUTES

- A **MOTION TO APPROVE** the public minutes of the September 18, 2024 meeting of the Tracy Memorial Board of Trustees was made by Joanne Palmisano and **SECONDED** by Tom Carley. The motion **PASSED UNANIMOUSLY**.

ACCEPTANCE OF CASH DONATIONS

- The library received donations in the amount of \$16.
 - A **MOTION TO APPROVE** cash donations was made by Steve Solomon and **SECONDED** by Tom Carley. The motion **PASSED UNANIMOUSLY**.

NEW BUSINESS

Meeting Room Application Approval

- Richard Tutwiler stated that Lake Sunapee VNA Hospice has requested to use the meeting room from Friday, 12/06 through Sunday, 12/08 for their annual holiday distribution of gifts for Kearsarge Kids Christmas Program.
 - A **MOTION TO APPROVE** the use of the meeting room from Friday 12/06/24 through Sunday, 12/08/24 by Lake Sunapee VNA Hospice was made by Jerry Coogan and **SECONDED** by Joanne Palmisano. The motion **PASSED UNANIMOUSLY**.

OLD BUSINESS

FY 2026 Budget Discussion and Approval

- Richard Tutwiler shared both the FY2026 Operating and Capital Reserve Budget spreadsheets.
- Richard stated that the FY2026 Operating budget has been approved by both the Finance and Personnel and Policy Committees. Points for discussion included the items below:
 - The proposed budget represents a 6.6% increase overall in town appropriations, for a total of \$756,695. In the proposed budget, personnel expenses will increase 0.7% overall, that includes a 3% COLA, 2.5% step for all employees, and additionally for part time, non-benefited staff there will be an additional 3% market adjustment in hourly wage.
 - For personnel benefits (health, pension, FICA), there is a budgeting increase of a 10%. Total personnel cost is \$606,000.

- Audio visual and online resources have been adjusted (decreased) to allow for an increase in anticipated expense of library downloadables from Hoopla.
- Expenses for electricity is budgeted for an anticipated Eversource rate increase of 16.5%.
- Cleaning expenses has a 100% increase based on yearly actual expenditures.
- Bookkeeping expenses represent an increase of 37.5% in anticipation of hiring a new bookkeeper once Patsy leaves.
 - A **MOTION TO APPROVE** FY2026 Operating Budget was made by Tom Carley and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.
- Richard shared the Capital Improvement Program fiscal year 2025-2034 spreadsheet. He highlighted the garden shed roof repair of \$20,000 for FY2028; exterior repairs and roof of \$60,000 for FY2026. A brief discussion followed regarding the current FY2026 repairs.
 - A **MOTION TO APPROVE** FY2026 Capital Reserve Budget was made by Tom Carley and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.

Mold Remediation/Moisture Update

- Richard Tutwiler stated that Envirovantage fully cleaned the library ducts, however, they were unable to clean the drip pan over the circulation desk due to electrical wires. Richard contacted Irish Electric to address the wires in November. Envirovantage will return to complete the cleaning of the drip pan once wires are addressed. Interior building repairs continue, Pleasant Lake Painting and Repair was in and finished the weather stripping of the old front door.

Roof and Construction Project Update

- Richard Tutwiler stated Frank Lamay from Milestone has been receiving quotes; 3 total have been submitted. They are waiting for contracts to submit proposals. This will be a 2 year multistage approach.

Strategic Planning Retreat

- Richard Tutwiler stated that both he and Matthew Gunby met with RTL. The retreat is planned for 10/21 from 10am to 2pm and 10/22 from 10am to 1pm. RTL will have an agenda and the meetings will consist of a large group with small breakout sessions. RTL will also provide an executive summary along with a 100 page summary of the findings. Joanne Palmisano stated that invites have been sent out to various community members/groups.

Garden at Tracy Award Recognition

- Joanne Palmisano stated that a NHLTA representative will be at the Garden's volunteer appreciation luncheon on 10/28/24 to present the NHLTA Award plaque. Richard Tutwiler stated that he will be attending the Board of Selectmen meeting where he will share the news of the Gardens award. A brief discussion followed on how to market the award. Joanne Palmisano agreed to send out a Press Release and photo to area publications to feature this award recognition.

DIRECTOR'S REPORT

- Richard Tutwiler gave a presentation for his director's report. He gave summary updates - the youth Dungeons and Dragons program has seen an increase in attendees; Consumer Reports online has been seeing more usage; the generator installation has been scheduled for Monday, 11/04/24 when the library is closed to the public. There will be a 2 hour window where there will be no power to the building. Richard will make accommodations for staff working that day. Richard also contacted Pleasant Acres and Perkins Landscaping about possible snow removal for the upcoming winter. Overall, statistics are up and there have been more programs.

COMMITTEE REPORTS

- **Finance:** None at this time.

- **Facilities:** None at this time.
- **Personnel and Policy:** Joanne Palmisano stated that the committee's meeting start time will be at 6pm and on Thursdays moving forward,
- **Friends of Tracy Library:** Joanne Palmisano stated that Carrie Bouton has stepped down from president and that John will be taking over. Also, David Click has replaced Erin Garzia as the treasurer.
- **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

- 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

- Board of Trustees: Wednesday, November 20, @5:30pm
- Personnel and Policy Committee: Thursday, October 24, @6pm

OTHER MEETINGS

- Board of Selectmen: Thursday, October 10 @5:30pm
- Budget Review: Friday, October 25 all day
- Friends of Tracy Library: Monday, November 4 @ 4pm
- Garden at Tracy Library: Thursday, October 10, @12:30pm

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

ADJOURNMENT 6:49pm

Respectfully Submitted,
Nicole Swanson