

**TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, November 20, 2024**

Present: Tom Carley, Jen Cross, Eula Kozma, Steve Solomon, Patty Bechok-Foose (alternate), Director Richard Tutwiler

Absent: Jerry Coogan, Joanne Palmisano, Emma Phipps

The meeting was called to order by Eula Kozma at 5:34 pm.

APPOINTMENTS

- None at this time.

PUBLIC COMMENT

- None at this time.

MEETING MINUTES

- A **MOTION TO APPROVE** the public minutes of the October 9, 2024 meeting of the Tracy Memorial Board of Trustees was made by Jen Cross and **SECONDED** by Tom Carley. The motion **PASSED UNANIMOUSLY**.

ACCEPTANCE OF CASH DONATIONS

- The library received donations in the amount of \$73.09.
 - A **MOTION TO APPROVE** cash donations was made by Steve Solomon and **SECONDED** by Jen Cross. The motion **PASSED UNANIMOUSLY**.

NEW BUSINESS

Employment Update

- Richard Tutwiler stated that the position of Collection Development Specialist/Circulation Assistant was filled by Rusty Baldwin. Richard gave a brief background about Rusty. His first day was Monday, 11/18/24.
 - A **MOTION TO APPROVE** the hiring of Rusty Baldwin as Collection Development Specialist/Circ Assistant was made by Steve Solomon and **SECONDED** by Tom Carley. The motion **PASSED UNANIMOUSLY**.

OLD BUSINESS

FY 2026 Budget Discussion and Approval

- Richard Tutwiler stated that both he and Tom presented the approved budget by the BoT to the Board of Selectman. So far the budget has been approved and there have been no current changes. Richard will continue to operate under the approved budget moving forward.

Roof and Construction Project Update

- Richard Tutwiler shared a handout from Milestone Construction with a proposal from Frank Lamay for both the roof and the exterior repairs under the Frank Anzalone architectural audit. The proposal is a large number and is nearly double what was projected. Steve Solomon gave a brief summary of how the process has gone. A discussion followed. The BoT was in agreement that the roof work was a priority and needs further breakdown of the proposal of just the roof cost. Richard stated he would send the proposal breakdown to BoT. Projected start dates

would possibly be in the spring of 2025. The Facilities committee will meet on 12/4/24 to discuss the proposal further and Richard will invite Frank Lamay to attend.

Strategic Planning Retreat

- Richard Tutwiler stated that RTL came for the retreat on 10/21 and 10/22. He stated that there was great community involvement. RTL is continuing to work on the strategic plan and will submit the completed version at the end of November 2024.

DIRECTOR'S REPORT

- Richard Tutwiler gave a presentation for his director's report. He gave summary updates: Youth Department - the teen program Universal Yums has seen a growth in attendance; Halloween trick or treating saw over 1,000 children. The library won the town municipal Pumpkin People contest with its *Goodnight, Goodnight, Construction Site* entry. Thanks was given to those staff members and volunteers who helped create the display. Facilities projects – the generator has been installed; the stone wall repair has begun and a picture of the progress was shared; all interior projects have been completed and Richard is still coordinating the electrician and Envirovantage to clean the circ desk vent. On 10/28 the Garden at Tracy received their NHLTA award. All statistics from 2023 have increased.

COMMITTEE REPORTS

- **Finance:** Tom Carley stated that he will schedule a meeting once the town has approved the library's budget.
- **Facilities:** Steve Solomon discussed the time change of the meeting on 12/4 from 4:30pm to 5pm.
- **Personnel and Policy:** None at this time. The committee will be meeting in December.
- **Friends of Tracy Library:** Richard Tutwiler stated that the new appointees started for the Friends. John Bouton is now the President and Erin will be helping in the transition to a new treasurer. The meeting next month will address their budget.
- **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:** Patty Bechok-Foose gave a brief update about various topics that the committee has been discussing. Patty also stated that she connected John Canon with both Richard and Eula.

OPEN DISCUSSION

- Steve Solomon suggested that the BoT do something for the volunteer work that Charles Kelsey has been doing to repair the stone wall. A brief discussion followed.
 - A **MOTION TO APPROVE** the authorization of getting a \$125 gift card for Charles Kelsey's volunteer work on the stone wall was made by Steve Solomon.
 - Steve Solomon **AMENDED** his motion to a \$150 gift card for Charles Kelsey's volunteer work on the stone wall and was **SECONDED** by Jen Cross. The motion **PASSED UNANIMOUSLY**.

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, December 12, @5:30pm
- Facilities Committee: Wednesday, December 4, @5pm

OTHER MEETINGS

- Board of Selectmen: Thursday, November 21, @5:30pm
- Friends of Tracy Library: Monday, November 18, @4pm
- Garden at Tracy Library: Thursday, November 14

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

ADJOURNMENT 6:22pm

Respectfully Submitted,
Nicole Swanson