

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

Present: Tom Carley, Jerry Coogan, Eula Kozma, Joanne Palmisano Steve Solomon, Patty Bechok-Foose (alternate), Director Richard Tutwiler

Absent: Jen Cross, Emma Phipps

The meeting was called to order by Eula Kozma at 5:31 pm.

APPOINTMENTS

- None at this time.

PUBLIC COMMENT

- None at this time.

MEETING MINUTES

- A **MOTION TO APPROVE** the public minutes of the November 20, 2024 meeting of the Tracy Memorial Board of Trustees was made by Tom Carley and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.

ACCEPTANCE OF CASH DONATIONS

- The library received donations in the amount of \$7.
 - A **MOTION TO APPROVE** cash donations was made by Steve Solomon and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.

NEW BUSINESS

Citizens Advisory Committee Session in January

- Richard Tutwiler stated he received an email from the Citizens Advisory Committee asking for TML to host and present to the committee on Sat, 1/04/25 at 7:30am for their meeting. BoT members, Jerry Coogan and Patty Bechok-Foose will be in attendance with Richard. Richard will speak about the strategic plan, and will do a walk-through of the library.

Jane A Tracy portrait letter and discussion

- Richard Tutwiler shared a letter he received from the descendants of Jane A. Tracy gifting 2 portraits of Jane A. Tracy and James J. Tracy to the library. Eula referenced the portraits on an artwork and antique furniture inventory list. A brief discussion followed.
 - A **MOTION TO APPROVE** the acceptance of both portraits of Jane A. Tracy and James J. Tracy was made by Jerry Coogan and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.

OLD BUSINESS

Roof and Construction Project Update

- Richard Tutwiler stated that the Facilities Committee met with Frank Lamay. Frank gave the committee a separate independent roof proposal from the exterior work. The Facilities Committee and Frank narrowed down to 2 roofers. *Roofer 1* estimate was \$41,050 while *Roofer 2* estimate was \$37,500. The Facilities Committee agreed and recommended to the BoT to start work on just the roof repairs as soon as possible. A discussion followed. BoT members agreed

to move forward with just the roof work at this time and will wait to hear from Frank which roofer will do the project.

Strategic Plan Draft Report Review and discussion

- Richard Tutwiler stated that he received the first draft from RTL based on the strategic retreat. RTL would like feedback from the library before the final report is given. Richard stated that the staff reviewed and gave their opinions at their staff meeting earlier in the week. Richard shared the 4 strategic focus areas along with both the mission and vision statements. A discussion followed. The Policy and Personnel Committee will go over the draft in detail during their meeting and will contact RTL to set up their last meeting before the final draft is issued. Richard stated that he will send out the draft findings to all BoT members.

DIRECTOR'S REPORT

- Richard Tutwiler gave a presentation for his director's report. He gave summary updates: Youth Department - all programs have seen consistent attendance; Adult Services - new Cookbook Group program was a big success and will have another meeting in January 2025, 2 new patron initiated programs have been started - knitting club and a memoir writing workshop; Facilities projects – stone wall repair is on hold until the spring and tree pruning has been completed; Both Richard and Matthew Gunby met with the Rotary Club to review literacy options for the library. The Rotary Club would like to buy financial literacy books to donate to the collection. They also met with New London Hospital to discuss their community assessment plan. The hospital asked to host their meeting at TML in February; Digital service statistics continue to increase.

COMMITTEE REPORTS

- **Finance:** Tom Carley shared both the profit/loss budget performance and the balance sheet as of November 30, 2024. The library is currently in good shape financially. Both Tom and Richard will meet with 2 bookkeepers later in the week and possibly with a third.
- **Facilities:** Richard stated that there has not been too many inquiries for the open snow shoveling position. A brief discussion followed about considerations/options.
- **Personnel and Policy:** Eula Kozma stated that the committee will meet tomorrow 12/29 and will further review the first draft of the strategic plan from RTL.
- **Friends of Tracy Library:** Richard Tutwiler reported that the Friends met to discuss their budget earlier in the week. They discussed a special project of a possible book bench and also a video game collection.
- **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

Looking ahead to election time and open positions

- Eula Kozma stated that there will be 2 open BoT positions. A brief discussion followed.

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 19, @5:45pm

OTHER MEETINGS

- Board of Selectmen: Thursday, December 19, @5:30pm
- Friends of Tracy Library: Monday, January 13, @4pm
- Garden at Tracy Library: Thursday, January 9 @12:30pm
- Citizens Advisory Committee: Saturday, January 4, @7:30am at TML

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

ADJOURNMENT 6:52pm

Respectfully Submitted,
Nicole Swanson