

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, February 19, 2025

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

The meeting was called to order by Eula Kozma at 5:33 pm.

APPOINTMENTS

- None at this time.

PUBLIC COMMENT

- None at this time.

MEETING MINUTES

- A **MOTION TO APPROVE** the minutes of the January 15, 2025 meeting of the Tracy Memorial Board of Trustees was made by Jerry Coogan and **SECONDED** by Joanne Palmisano. The motion **PASSED UNANIMOUSLY**.

ACCEPTANCE OF CASH DONATIONS

- The library received donations in the amount of \$54.
 - A **MOTION TO APPROVE** cash donations was made by Joanne Palmisano and **SECONDED** by Tom Carley. The motion **PASSED UNANIMOUSLY**.

NEW BUSINESS

- None at this time

OLD BUSINESS

Roof and Construction Project Update

- Richard Tutwiler stated that Frank Lamay changed roofing companies from Northpoint Roofing to Master Roofing for this project. The contract has been signed with the final cost for the project being \$53,510, which is under the \$60,000 budget. The work will begin in the spring.

Strategic Plan Update

- Richard Tutwiler stated that the library finalized their portion of the draft and have sent it back to RTL. RTL will have the final plan done in March/April, then the board will vote for the adoption of the plan. RTL will schedule a meeting for the implementation of the plan.

Election/Officer check-in

- Eula Kozma stated that the town Election Day is on March 11th and town meeting is on March 12th. Eula also stated that there are 2 open positions with 2 candidates running – Jerry Coogan and Patty Bechok-Foose.

Committee interest/appointments reminder

- Eula stated that she will end her Chair position. She also reminded members of the different committees and positions that need to be filled. A brief discussion followed.

DIRECTOR'S REPORT

- Richard Tutwiler gave a presentation for his director's report. He gave summary updates: *Youth Department* – Ben Cote is collaborating with KRSD for their extended learning program; all youth programming at the library continues to be up. *Adult Services* – Beth Condict stated that the home delivery service will be promoted. A presentation will be given at Woodcrest in March. Matthew Gunby stated that he contacted COA, and that they will also be giving out information on the service to their clients. Joanne Palmisano suggested also speaking with KNP. *Circulation* – the video collection sponsored by the Friends will be released in March. *Facilities* – there is a plumbing issue with regulating valves for the radiators that will require a commercial plumber. Richard is manually turning the valves and will contact a commercial plumber. *Statistics* - physical circulation is a little down while the digital resources and program attendance are up.
- **Annual Report from Citizens Advisory Committee**
 - Richard shared the presentation that he gave at the Citizens Advisory Committee meeting. Both he and Jerry stated that the meeting went well.

COMMITTEE REPORTS

- **Finance:** Tom Carley shared both the balance and budget/actual spreadsheets. The library is currently running on a surplus and continues to be in good shape.
- **Facilities:** Richard Tutwiler stated that there has been some water leakage in 2 parts of the library from the ice on the roof. He will contact Weather Check to clear snow and icicles off of the roof.
- **Personnel and Policy:** Joanne Palmisano stated that the committee did not meet last month but will be meeting in March.
- **Friends of Tracy Library:** None at this time.
- **Garden at Tracy Library:** None at this time.
- **Board of Selectmen:** None at this time.
- **Town Budget Committee:** The library is waiting for the approval of the budget.
- **Citizens' Advisory Committee:** None at this time.

OPEN DISCUSSION

- Richard Tutwiler stated that the local TV show, Yankee Chronicle, interviewed himself and Ben Cote in the New Hampshire Room. Richard will announce the airing date of the episode once known.

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, March 19, @5:30pm *if needed

OTHER MEETINGS

- Board of Selectmen: Thursday, February 27, @5:30pm
- Town Election Day: Tuesday, March 11
- Town Meeting Day: Wednesday, March 12

- Friends of Tracy Library: Monday, Monday, March 10, @3:45pm
- Garden at Tracy Library: Thursday, March 13 @12:30pm
- Citizens Advisory Committee: Off in March

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

ADJOURNMENT 6:35pm

Respectfully Submitted,
Nicole Swanson