

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, April 16, 2025

Present: Tom Carley, Jen Cross, Jerry Coogan, Eula Kozma, Joanne Palmisano, Patty Bechok-Foose, Steve Solomon Director Richard Tutwiler, Circulation Manager Beth Condit

The meeting was called to order by Joanne Palmisano at 5:30 pm.

APPOINTMENTS

- None at this time.

PUBLIC COMMENT

- None at this time.

MEETING MINUTES

- A **MOTION TO APPROVE** the minutes of the February 19, 2025 meeting of the Tracy Memorial Board of Trustees was made by Jerry Coogan and **SECONDED** by Patty Bechok-Foose. The motion **PASSED UNANIMOUSLY**.

ACCEPTANCE OF CASH DONATIONS

- The library received donations for the months of February and March in the amount of \$395.
 - A **MOTION TO APPROVE** cash donations was made by Tom Carley and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.

ELECTION OF OFFICERS

- Chair
 - Eula Kozma nominated Joanne Palmisano to serve as trustee chair.
 - A **MOTION TO APPROVE** Joanne Palmisano as trustee chair was made by Eula Kozma and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**
- Vice Chair/Secretary
 - Joanne Palmisano nominated Jen Cross to serve as trustee vice chair/secretary.
 - A **MOTION TO APPROVE** Jen Cross as trustee vice chair was made by Joanne Palmisano and **SECONDED** by Eula Kozma. The motion **PASSED UNANIMOUSLY**
- Treasurer
 - Joanne Palmisano nominated Tom Carley to serve as treasurer.
 - A **MOTION TO APPROVE** Tom Carley as treasurer was made by Joanne Palmisano and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**
- Trustee Elections and New Terms
 - Joanne Palmisano stated that Jerry Coogan was reelected for a second term and Patty Bechok-Foose was elected for a first term. Both have been sworn in at the town office.

APPOINTMENT OF COMMITTEES & LIAISONS

- Finance Committee (2-3+Chair)
 - Tom Carley, Jerry Coogan and Joanne Palmisano all volunteered to join the Finance Committee.

- Facilities Committee (3+Chair)
 - Steve Solomon, Jerry Coogan, Tom Carley and Joanne Palmisano all volunteered to join the Facilities Committee.
- Personnel & Policy Committee (2-3+Chair)
 - Joanne Palmisano, Eula Kozma, Jen Cross and Patty Bechok-Foose all volunteered to join the Personnel and Policy Committee with Eula being the chair of the committee.
- Garden at Tracy Library Liaison (1)
 - Liaison for the Garden will be as needed. Richard attends meetings and Eula volunteered to attend during the summer months when the Garden is in full swing.
- Friends of Tracy Library Liaison (1)
 - Patty Bechok-Foose volunteered to be the Friend Liaison.
- Check Signers
 - After a brief discussion, board members decided to keep current check signers Tom Carley, Jerry Coogan, and Director Richard Tutwiler.
- A **MOTION TO ACCEPT** the membership of all the committees and liaisons as discussed and listed was made by Jen Cross and **SECONDED** by Patty Bechok-Foose. **The motion PASSED UNANIMOUSLY.**

NEW BUSINESS

- Director's Update: Strategic Plan Update and Vote
 - Richard Tutwiler shared the final strategic plan. Richard discussed the process moving forward. An implementation action plan meeting with RTL will be scheduled and the plan will be shared with the public.
 - A **MOTION TO APPROVE** the acceptance of the Strategic Plan mission, vision, value areas of high level strategic focus as outlined in Richards shared document was made by Eula Kozma and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY.**
- NH State Library Policy and State Funding Changes/Proposed (NH HB 273 and 666)
 - Richard Tutwiler shared and explained both proposals. There is nothing actionable at this time.
 - NH HB 273 - (*Relative to a parent's access to their minor child's library records*) has been approved by the house and will move to the senate.
 - NH HB 666 - (*Relative to adding restitution payment for violations of the confidentiality of the library use records and adding library cards and membership status to the list of confidential matters*).
 - IMLS (*Institute for Museums and Library Services*) receives federal grant money for both libraries and museums. There has not been actionable changes as of yet due to the executive order of stopping grant money. The NH State library uses their grant funds (1.5 million dollars) for Interlibrary Loan and Libby. Members at the state library have been put on leave. Currently the NH State Library is funded through September. TML does pay into Libby based on usage, the previous year we paid \$13,000. A discussion followed of possible scenarios and options.
- Alternate Trustee Recommendations
 - Joanne Palmisano stated that the board can have as many as 2 alternate trustees and that 1-2 names have already been suggested as alternates. Eula Kozma stated that she will reach out to them.
- NHTLA Annual Conference – May 1, Manchester

- Joanne Palmisano shared information on the conference and that she will be attending.
- Regional Trustee Gathering – May 12, Newbury Library
 - Joanne Palmisano shared information for gathering. Joanne, Jerry Coogan, and Steve Solomon will be attending along with director Richard Tutwiler.

OLD BUSINESS

- Roof Project Update and Other Construction Project Updates
 - Richard Tutwiler stated the roof repair is complete. The project came in under budget.
- Exterior Building Repairs Update
 - Richard Tutwiler stated that he met with Frank Lamay last week, and looked at the exterior of the building and possible challenges pursuant of the Frank Anzalone report. Some of the window trim rot is not as bad as initially thought but 2 exterior doors; outside meeting room and emergency exit by main stack room have rot behind concrete stairs that will need to be addressed.
- Elm Tree Removal
 - Richard Tutwiler stated that during the ice storm an elm tree in front of the library was damaged. He had Chippers and New London's public works arborist look at the tree. Both deemed that it could not be saved. New London Public Works cut down the tree and Chippers will remove the stump and prune the other elm tree for about \$2,000. A former BoT member informed Richard that the tree was from the Keene Tree Society, now called the Liberty Tree Society. Richard reached out to the society and there are 2 replacement options for \$1,585 –The American Liberty Elm Tree or the 250th Birthday of the signing of the Declaration of Independence Tree. Both ship in spring or fall only.
 - A **MOTION TO APPROVE** the purchase of an Elm tree should the Facilities Committee choose to replace it was made by Steve Solomon and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.

DIRECTOR'S REPORT

- Richard Tutwiler gave a presentation for his director's report. He gave summary updates: *Youth Department* – Ben Cote attended the performance showcase at the McAuliffe-Shepard Discovery Center in February and got many program ideas for the youth summer program.
 - A **MOTION TO APPROVE** the use of the meeting room for the summer youth program, Lego Pro on Monday, June 30th was made by Jerry Coogan and **SECONDED** by Patty Bechok-Foose. The motion **PASSED UNANIMOUSLY**.
- Adult Services* – the puzzle exchange had over 100 puzzles circulate; Sara Scheuch has started her position as Collection Development Specialist *Circulation* – the video game collection has been popular with 1/3 of the collection going out on the first day; the staff showed their appreciation to the community by filling out colored hearts *Facilities* – the roof is completed and cost \$48,422; the work will continue on the stone wall after mud season; 2 of the interior fire doors did not pass inspection due to warping, LLC came and temporarily fixed them and is generating a quote to fully fix/replace the doors and also an emergency door in the back of the building; there was a short in the electrical system of the exterior lights, Irish Electric will be in on 5/12 to finish repairing them; Richard met with Frank Lamay to discuss the exterior work that needed to be done; Alliance Mechanical will be contacted to schedule the repair of the radiators. *Statistics* – patron visits continue to rise, physical circulation continues to be down and digital resources continue to be up. A brief discussion took place on possible theories.

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:** None at this time.
- **Personnel and Policy:** Joanne Palmisano stated that the committee revised and updated the collection development policy. The board will need to approve it at the next meeting. Eula Kozma stated that the library is fully staffed and currently looking for a summer youth intern.
- **Friends of Tracy Library:** None at this time.
- **Garden at Tracy Library:** Richard Tutwiler stated that the gardens opening day is Monday, April 28th.

OPEN DISCUSSION

- None at this time.

ANNOUNCEMENTS

- Joanne Palmisano thanked Eula Kozma for her 5 years of acting Chair for the Board.

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

- Facilities Committee: Wednesday, May 7, @4:30pm
- Personnel & Policy Committee: Thursday, May 8, @6pm
- Board of Trustees: Wednesday, May 21, @5:30pm

OTHER MEETINGS

- Board of Selectmen: Thursday, May 8, @5:30pm
- Friends of Tracy Library: Monday, Monday, May 12, @4pm
- Garden at Tracy Library: Thursday, May 8, @12:30pm
- Citizens Advisory Committee: Saturday, May 3, @7:30am

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

ADJOURNMENT 6:51pm

Respectfully Submitted,
Nicole Swanson