

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, May 21, 2025

Present: Tom Carley, Jen Cross, Eula Kozma, Joanne Palmisano, Patty Bechok, Steve Solomon, Director Richard Tutwiler, Assistant Director Matthew Gunby, Circulation Manager Beth Condict

Absent: Jerry Coogan

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 April 16, 2025 meeting of the Tracy Memorial Board of Trustees was made by Patty Bechok and **SECONDED** by Eula Kozma. The motion **PASSED UNANIMOUSLY**.

ACCEPTANCE OF CASH DONATIONS

- The library received donations for the month of April in the amount of \$34.
 - A **MOTION TO APPROVE** cash donations was made by Jen Cross and **SECONDED** by Patty Bechok. The motion **PASSED UNANIMOUSLY**.

NEW BUSINESS

- Director's Update: Strategic Plan Update
 - Richard Tutwiler stated that the management team met with RTL last week to review the implementation of the strategic plan. Richard requested additional examples and can schedule 1 more meeting with RTL if needed per the contract. The management team will be working on implementing the plan.
- Collection Development Policy Update: Board vote for approval
 - Richard Tutwiler shared the Collection Development Policy update. The policy outlines the philosophies that create and shape Tracy's material collection which reflects the needs of the Town of New London and surrounding local communities. Joanne Palmisano stated that the Personnel & Policy Committee both reviewed the policy and recommends the update.
 - A **MOTION TO APPROVE** the acceptance of the Collection Development Policy as updated was made by Eula Kozma and **SECONDED** by Patty Bechok. The motion **PASSED UNANIMOUSLY**.
- Temporary Seasonal Employee Hire
 - Richard Tutwiler stated that he and Ben Cote conducted interviews with 3 candidates. An offer was made to Ella Lowman and she accepted the position. She will begin on Monday, June 2 and will end on Friday, August 8.

fall 2025; Thoroughly Pro will do a deep clean of the library of the ducts and carpet on Sunday, 5/25.

- *Grant Acceptance* – Richard stated that the Association for Small and Rural Libraries have awarded Tracy Library with at \$15,000 grant through the generosity of the Manton Foundation for repair and maintenance of the library roof.
 - A **MOTION TO APPROVE** the acceptance of the \$15,000 grant from the Association for Small and Rural Libraries through the Manton Foundation was made by Jen Cross and **SECONDED** by Patty Bechok. The motion **PASSED UNANIMOUSLY**.
- *Statistics* – patron visits continue to be up while physical circulation is still down. Assistant Director, Matthew Gunby ran some reports and discovered youth circulation is down. A brief discussion followed brainstorming ideas to raise youth circulation.

COMMITTEE REPORTS

- **Finance:** Tom Carley reported that the end of the fiscal year is coming up on June 30th and that the library is continuing to be in good shape.
- **Facilities:** None at this time.
- **Personnel and Policy:** None at the time.
- **Friends of Tracy Library:** Richard Tutwiler attended the meeting. He stated that the Friends will possibly be partnering with the Life Is Good store for library specific merchandise.
- **Garden at Tracy Library:** Beth Condict stated that the benches have been removed from the garden and have been sent out to get fixed. There are a few benches on loan from the town.

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

- Facilities Committee: Wednesday, June 4, @4:30pm
- Personnel & Policy Committee: Thursday, June 12, @6pm
- Board of Trustees: Wednesday, June 18, @5:30pm

OTHER MEETINGS

- Board of Selectmen: Wednesday, June 4, @5:30pm
- Friends of Tracy Library: Monday, July 14, @4pm
- Garden at Tracy Library: Thursday, June 12, @12:30pm
- Citizens Advisory Committee: Saturday, June 7, @7:30am

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

ADJOURNMENT 6:29pm

Respectfully Submitted,
Nicole Swanson