

**TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**Wednesday, June 18, 2025**

**Present:** Tom Carley, Jerry Coogan, Joanne Palmisano, Patty Foose-Bechok, Steve Solomon, Director  
Richard Tutwiler

**Absent:** Jen Cross, Eula Kozma

The meeting was called to order by Joanne Palmisano 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 May 21, 2025 meeting of the Tracy Memorial Board of Trustees was made by Tom Carley and **SECONDED** by Patty Foose-Bechok. The motion **PASSED UNANIMOUSLY**.

**ACCEPTANCE OF CASH DONATIONS**

- The library received donations for the month of April in the amount of \$340.
  - A **MOTION TO APPROVE** cash donations was made by Steve Solomon and **SECONDED** by Tom Carley. The motion **PASSED UNANIMOUSLY**.

**NEW BUSINESS**

- Youth Services Assistant – reclassing/altering job description to Processing Specialist Youth Services
  - Richard Tutwiler shared the updated job description for Kathy Bartlett's position in youth services. Her role is now the Processing Specialist for Youth Services. Under former director, Crystal Schimpf, there was a reclassification for existing employees to specialist roles, and she left before this position was finalized. Additional job responsibilities have already been adopted and Kathy is already being compensated for them. Joanne Palmisano stated that the Personnel and Policy Committee reviewed the job description and recommended that the BoT approve it.
    - A **MOTION TO APPROVE** the acceptance of the reclassing/altering job description of Youth Services Assistant to Processing Specialist Youth Services for Kathy Bartlett was made by Steve Solomon and **SECONDED** by Patty Foose-Bechok. The motion **PASSED UNANIMOUSLY**.
      - Richard will have Kathy sign the updated job description.
- New London Barn Playhouse partnership
  - Richard Tutwiler stated that he and Ben Cote met with Abby Peel from the New London Barn Playhouse to discuss a possible partnership. As a late addition to the summer reading program, the Barn would like to have a tea party with an actress dressed up as Mary Poppins and offer 50 pastry boxes with juice boxes to the attendees. The pastry boxes would come from Blue Loon and they asked if the library could purchase them for

\$8 a box. The tea party would be held on a Thursday morning in late July in the garden. A discussion followed. The board expressed concerns for 1) attendance likely to be greater than 50 attendees and therefore only some would get pastry boxes and 2) keeping the garden lawn trash free for a small event could be better served with finger food that would in a quantity available for all attendees. The board suggested trays of cookies (likely better preferred than pastries by children) be the offered treat. This would allow for less cleanup and a treat for all attending children.

- A **MOTION TO APPROVE** the partnership with the New London Barn Playhouse with the caveat if any food is served it is finger food/cookies and give library director Richard Tutwiler to negotiate a small honorarium with a maximum of \$350 was made by Tom Carley and **SECONDED** by Patty Bechok. The motion **PASSED UNANIMOUSLY**.
- Anticipated summer Board of Trustee meetings
  - Joanne Palmisano suggested not having a BoT meeting in August due to it being a busy summer month. A brief discussion followed. BoT members were in agreement. There will be a meeting in July and none in August.

## OLD BUSINESS

- NH State Library update
  - Richard Tutwiler stated that as of today, NH State Library received official award notification for their full grant from the federal government for their full grant and are now fully funded until September 30, 2026.
- Exterior Building Repairs Update
  - Richard Tutwiler shared a brief presentation on the exterior building repairs from the Milestone estimates that Frank Lamay presented to the library. The first estimate was for \$128,852 to fully repair the exterior. The Facilities Committee then met with Frank and inquired about painting the entire siding along with the repairs. A second estimate was given for \$206,692 for the updated painting and repairs. Capital Reserve for building maintenance of the library is \$253,032. A discussion followed about different options. Richard also shared the 3 year plan for library projects. Richard stated that he will reach out to Frank and Tom will meet with Joe Kubit. BoT agreed to vote on the project in July once all information is gathered.

## DIRECTOR'S REPORT

- Richard Tutwiler gave a presentation for his director's report. He gave summary updates:
  - *Youth Department* – Ben Cote attended the Primex Conference on mental health resources for patrons. Temporary youth service assistant, Ella Lowman started 6/2 and is a great addition to the team.
  - *Adult Services* – The cookbook club met and sampled recipes from the *Snack for Dinner* book. Lyn Trainor presentation on writing your life experiences.
  - *Circulation* – There were 2 new additions to our museum passes – Squam Lake Science Center and Mount Washington Observatory. Also a new Spring & Summer Staff Picks brochure has been published.
  - *Facilities* – There are numerous projects that have been completed – the stone wall, Irish Electric fixed the outside lighting issue, Chippers cleaned the grounds and removed the Elm stump, Thoroughly Pro did a deep clean and duct cleaning.
  - *Statistics* – Physical circulation is still down while online checkouts is up. The teen programs have not been doing well since the bus changes. Richard stated he spoke with

KRSD and the bus company about the addition of a library bus stop. He will continue to follow up.

#### COMMITTEE REPORTS

- **Finance:** Tom Carley stated that the library continues to be in good shape. He will be meeting with both Richard and the bookkeeper this week.
- **Facilities:** None at this time.
- **Personnel and Policy:** Joanne Palmisano stated that the committee is working on policy updates.
- **Friends of Tracy Library:** None at this time.
- **Garden at Tracy Library:** None at this time.

#### OPEN DISCUSSION

- The Board of Trustees discussed leaving the public session and going into a nonpublic session in accordance with RSA 91-A:3, I to discuss the topic of compensation as approved by the town in the fiscal budget for 2025-2026.
  - A **MOTION TO APPROVE** leaving a public session and going into a nonpublic session in accordance with the RSA 91-A:3 II (a-h) was made by Joanne Palmisano and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY** at 6:01 PM.
- Public session reconvened at 6:32pm.

#### 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, July 8, @4:30pm
- Personnel & Policy Committee: Thursday, July 10, @6pm
- Board of Trustees: Wednesday, July 16, @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, July 10, @12:30pm

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

**ADJOURNMENT** 6:35pm

Respectfully Submitted,  
Nicole Swanson