

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

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

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 June 18, 2025 meeting of the Tracy Memorial Board of Trustees was made by Steve Solomon 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 \$1,470.
 - A **MOTION TO APPROVE** cash donations was made by Jen Cross and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.

NEW BUSINESS

- New London Barn Playhouse partnership update
 - Richard Tutwiler gave the BoT members an update on the partnership – the New London Barn Playhouse decided to hold the event of the Mary Poppins tea party at a different venue. The NL Barn did share an actress from the Wizard of Oz play that read at story time.
- Update on Library plans for Hospital Day Parade
 - Richard Tutwiler stated that the library will be participating in the Hospital Day parade. The parade is a circus theme. Ben Cote will be pulling a trailer that will be decorated. The Friends pledged \$300 for giveaways and decorations and will give 80 tote bags to hand out at Chamber night that Both Richard and Beth Condict will attend. Monday, 7/21 there will be a workday for anyone available to help.

OLD BUSINESS

- Exterior Building Repairs Update
 - Richard Tutwiler stated that he met with Frank Lamay and they agreed upon the original quote for the repairs of the exterior building. Richard shared the details of the original quote with BoT members. A brief discussion followed. Richard will go to the Board of Selectman on 7/23/25 to request additional funds up to \$54,000 out of the Building Maintenance line.

- A **MOTION TO APPROVE** the expenditure of \$128,852.85 for the exterior building repairs was made by Jen Cross 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* – summer reading kicked off on 06/21 and has surpassed last year's sign ups. The book bike has started story time at Elkins beach for the summer.
 - *Adult Services* – The 2 big donations to the library were from Ginny Foose and her husband who won the Third of the Century Award given by the New London Service Organization. She donated the prize of \$1,000 to the library. Also, the Trust of James Connolly donated to the library.
 - *Personnel*: Performance reviews with the staff were completed.
 - *Facilities* – some mini splits needed to be repaired. Links Heating fixed 1 and ordered parts for the other 2 splits. J. Hayden Mechanical Services have been booked for September to check/fix the heating plumbing issue. The Elm tree will be installed in the fall.
 - *Community* – Richard Tutwiler attended a director's call via zoom with the NH state library department on 06/26. The library hosted retiring Town Administrator Kim Hallquist's farewell party in the NH room on 06/20.
 - *Statistics* – physical circulation is still down but the digital resources are still up.

COMMITTEE REPORTS

- **Finance**: Tom Carley stated that the library continues to be in good shape and shared both the balance and profit/loss sheets. Finance committee will meet before 7/30. FY2026 budget actual will be close to FY2025. The first draft of the budget for FY2027 will be done for September.
- **Facilities**: None at this time.
- **Personnel and Policy**: Joanne Palmisano stated that the committee will meet in August and will discuss FY2027 budget items such as staff COLA adjustment.
- **Friends of Tracy Library**: None at this time.
- **Garden at Tracy Library**: Richard Tutwiler stated that he attended the meeting where the Garden discussed cleaning of algae build up and repairs that will need to be done to the fountain.

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, August 6, @4:30pm
- Personnel & Policy Committee: August 14th @ 6pm
- Board of Trustees: Wednesday, September 17, @5:30pm

OTHER MEETINGS

- Board of Selectmen: Wednesday, July 23, @5:30pm
- Friends of Tracy Library: Monday, September 8, @4pm
- Garden at Tracy Library: Thursday, August 14, @12:30pm
- Citizens Advisory Committee: TBD

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

ADJOURNMENT 6:22pm

Respectfully Submitted,
Nicole Swanson