

**TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**Wednesday, September 17, 2025**

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

**Absent:** Jen Cross

The meeting was called to order by Joanne Palmisano at 5:31 pm.

**APPOINTMENTS**

- Joanne Palmisano introduced Mary Ellen Scutro to the board. Mary Ellen is possibly interested in joining the BoT as an alternate and will be observing a few meetings. The board welcomed her.

**PUBLIC COMMENT**

- None at this time.

**MEETING MINUTES**

- A **MOTION TO APPROVE** the minutes of the July 16, 2025 meeting of the Tracy Memorial Board of Trustees was made by Eula Kozma and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.

**ACCEPTANCE OF CASH DONATIONS**

- The library received donations for the months of July (\$340) and August (\$937) for a total amount of \$1,277.
  - A **MOTION TO APPROVE** cash donations was made by Steve Solomon and **SECONDED** by Patty Bechok. The motion **PASSED UNANIMOUSLY**.

**NEW BUSINESS**

- Treasures Report
  - Tom Carley stated that the library continues to be in good shape and shared both the balance and profit/loss sheets. Richard Tutwiler stated that the cash on hand does not include what the staff got paid the previous month. The library had paid it but just got billed for it. Also, the \$15,000 grant is included, but will be paid out to Milestone construction for the exterior project. Both items will be reconciled next month. The full finance committee met to look over the FY2027 budget and approved it.
- Review and Approval of the FY27 Operating Budget, Capital Improvement Program, and Capital Reserve Transfer
  - Richard Tutwiler stated that the town budget committee has assigned 2 individuals to be liaisons to the library for the budget season. Richard already met with the CIP planning commission and it went well.
    - Operating budget
      - Richard shared the FY2027 Operating budget and went through some highlighted points. As a broad overview, the libraries receipts is expecting a 9.7% increase – the majority of that comes from the trust fund that has been doing well.

- Disbursements - *Personnel* expense has a 2.5% step and 3.0% COLA, plus 10% for benefit increases which puts the library at a 5.8% overall increase. *Materials* has minor actual adjustments with spending less on audiovisual, increase of books, and increase of downloadables (Hoopla, Libby). *Office/library* will increase 5%. *Electricity* is the largest adjustment through New London Power Company. *Grounds* has a slight increase while *travel dues* decreased by 33%.
    - The library's appropriation request to the town is a 4.4% increase (\$789,618) from last year. The total budget increase is 4.7% which includes the Tracy funds dividend/interest.
      - Capital Reserve
        - Richard stated that there is a \$200,000 disbursement that has not been used from the town. The upcoming years scheduled project are the parking area improvements which includes the driveway, parking spots and curb work totaling \$85,000. The library does not have to ask for additional transfers into the account to cover the cost.
    - **A MOTION TO APPROVE** the proposed FY2027 Operating Budget and Capital Reserve was made by Steve Solomon and **SECONDED** by Patty Bechok. The motion **PASSED UNANIMOUSLY**.
- Review and Approval of the revised/updated Request for Reconsideration Policy
  - Richard Tutwiler shared a document outlining the updated Request for Reconsideration of Library Material Policy. The Policy and Personnel Committee reviewed and approved the policy. There was a brief discussion. The board agreed the policy needed further modification and will table the discussion to next month when the policy is updated.

## OLD BUSINESS

- Exterior Building Repairs Update
  - Richard Tutwiler stated that he spoke with site supervisor Larry Lefendre from Milestone. He reported that he found a structural defect inside the building. A steel truss support was cut through for an exhaust. Larry stated that it was not a safety issue but will need to be fixed. Richard stated that Larry, Frank Lamay, Frank Anzalone and the facilities committee will do a structural review with an engineer and will report back. At this time there is no cost amount. Other than the structural defect, the exterior project is going well. The front and curved windows will be done in a few weeks, then the paint team will be here. The project is on track to be completed in a month.

## DIRECTOR'S REPORT

- Richard Tutwiler gave a presentation for his director's report for both July and August. He gave summary updates:
  - *Youth Department* – the summer program has wrapped up. Summer story times were averaging about 57 patrons per week.
  - *Adult Services* – The library completed the Town auditing process, and no irregularities were found. There was an all staff meeting in August where Richard did a communication training.
  - *Circulation* – Summer Bingo boards were a hit with prize drawings and participation prizes. NY Times Reader's Top 100 checklist has been popular among the patrons.

- *Facilities* – Richard was able to have the Elm tree freight shipped. The fire system was serviced. A snow removal company was found. Chips Yard Care will be clearing the snow over 2” with a 2 man crew for \$150 per visit.
- *Community* – The library participated in the Hospital day parade with our themed Dr. Seuss Circus McGurkus float and Chamber Night, giving out 5 new library cards. Richard attended the Board of Selectman meeting in July to request additional funds for the exterior project.
- *Statistics* – for July and August physical circulation and patron visits have been up from the previous year.

#### COMMITTEE REPORTS

- **Finance:** None at this time.
- **Facilities:** None at this time.
- **Personnel and Policy:** None at this time.
- **Friends of Tracy Library:** None at this time.
- **Garden at Tracy Library:** Richard Tutwiler stated that the Garden submitted a meeting room application for their annual volunteer thank you lunch on Monday, 10/27/25 at 10am.
  - A **MOTION TO APPROVE** the use of the meeting room on Monday, 10/27/25 by the Garden at Tracy was made by Steve Solomon and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.

#### OPEN DISCUSSION

- The Board of Trustees discussed leaving the public session and going into a nonpublic session in accordance with RSA 91-A:3, II.
  - A **MOTION TO APPROVE** leaving a public session and going into a nonpublic session in accordance with RSA 91-A:3, II was made by Eula Kozma and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY** at 6:32pm.
- Public session reconvened at 6:50pm.

#### 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, October 1, @4:30pm
- Personnel & Policy Committee: Thursday, October 9, @6pm
- Board of Trustees: Wednesday, October 15, @5:30pm

#### OTHER MEETINGS

- Board of Selectmen: Wednesday, October 9 & 23, @5:30pm
- Friends of Tracy Library: Monday, November 10, @4pm
- Garden at Tracy Library: Monday, October 27, @12:30pm
- Citizens Advisory Committee: as needed per agenda

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

**ADJOURNMENT** 6:51pm

Respectfully Submitted,  
Nicole Swanson