

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, October 15, 2025

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

Absent: Steve Solomon

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 September 17, 2025 meeting of the Tracy Memorial Board of Trustees was made by Eula Kozma and **SECONDED** by Patty Foose-Bechok. The motion **PASSED UNANIMOUSLY**.

ACCEPTANCE OF CASH DONATIONS

- The library received donations for the month of September in the amount of \$465.
 - A **MOTION TO APPROVE** cash donations was made by Jen Cross and **SECONDED** by Tom Carley. The motion **PASSED UNANIMOUSLY**.

NEW BUSINESS

- Meeting Room Application Approval
 - Joanne Palmisano stated that the Lake Sunapee VNA requested to use the meeting room from Friday, 12/05/25 thru Sunday 12/07/25 for their annual Christmas Program gift distribution.
 - A **MOTION TO APPROVE** the use of the meeting room from Friday, 12/05/25 thru Sunday, 12/07/25 by the Lake Sunapee VNA for their annual Christmas gift distribution was made by Patty Foose-Bechok and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.
- Treasurers Report
 - Tom Carley shared both the balance and profit/loss sheets. He stated that the library is on budget and there are no surprises. The complete financials will be completed tomorrow.
- Update on the preparations for FY27 Operating Budget, Capital Improvement Program, and Capital Reserve Transfer at the Town Budget Review meeting 10/17
 - Richard Tutwiler stated that he, Tom Carley and Jerry Coogan met with 3 members of the town budget committee to review the library's FY2027 budget. The meeting was positive and there was an increased understanding of the library budget process. A brief discussion followed. Richard will attend both the Town budget jamboree with the selectman on 10/17 and the Budget Committee Hearing on 10/29.

- Review and Approval of the revised/updated Request for Reconsideration Policy
 - Richard Tutwiler stated that there were 2 revisions of the policy. 1 - In the first paragraph, it specifically mentions who; *only by library card members of the New London community, and paid non-residents above 18 years old*; 2- The second bullet point of a reconsideration of material committee is made up of; *took out expert and used training, education, or experience deems themselves qualified to evaluate the subject matter*. A brief discussion followed.
 - A **MOTION TO APPROVE** the adaptation of the revised/updated Request for Reconsideration Policy to the Policy and Procedure manual was made by Tom Carley and **SECONDED** by Jen Cross. The motion **PASSED UNANIMOUSLY**.

OLD BUSINESS

- Exterior Building Repairs Update
 - Richard Tutwiler stated that project is continuing to move forward. Work is being done on the front of the building. Some rot was found, that is being replaced. There is no current update on the cut truss, but both Frank Anzalone and Frank Lamay will continue to work on it. Frank Lamay requested to withdraw \$5,000 for a copper rain diverter that needed more material. This comes with no impact to the budget as it is coming from the contingency line of the project. The exterior project is still scheduled to end at the end of October.
- Alternate Trustee update
 - Joanne Palmisano stated that she spoke with Mary Ellen Scrutro, and she has declined being an alternate trustee. The board will continue to look for other possible alternates.

DIRECTOR'S REPORT

- Richard Tutwiler gave a presentation for his director's report. He gave summary updates:
 - *Youth Department* – Doing their regular scheduled programs – Lego, Games, Universal Yums
 - *Adult Services* – Baker and Taylor the libraries primary book supplier has went out of business. In the process of transferring over to Ingram. The library's cataloging was affected as Baker and Taylor did a lot of it, but a new system was found.
 - *Circulation* – September was library care sign up month. There were 52 new cards and 50 renewals.
 - *Facilities* – The Elm tree was delivered and planted on 10/14. The fire system back flow was completed testing. The commercial plumbers that were to come out and service the actuator valves never showed and are not returning messages. Richard will contact other companies. All the heat has been turned on in the building.
 - *Community* – Both Richard and Matthew attended the activity fair at Colby Sawyer where 40 students signed up for library cards. Richard took a state library director call on 9/25/25.
 - *Statistics* – Visits are up as both physical and digital circulation. There has been a school bus stop in town resulting in more youth coming in after school.

COMMITTEE REPORTS

- **Finance:** None at this time.
- **Facilities:** None at this time.
- **Personnel and Policy:** None at this time.

- **Friends of Tracy Library:** Richard Tutwiler attended the meeting. The Friends are possibly proposing accepting securities, and are in the process of writing a proposal to share with Richard and BoT.
- **Garden at Tracy Library:** Joanne Palmisano stated that the Garden will be having their annual volunteer luncheon on Monday, 10/27/25. Richard Tutwiler, Beth Condict and Joanne will be in attendance.

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 Jen Cross and **SECONDED** by Eula Kozma. The motion **PASSED UNANIMOUSLY** at 6:06pm.
- Public session reconvened at 6:45pm.

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, November 5, @4:15pm
- Personnel & Policy Committee: Thursday, November 13, @5pm
- Board of Trustees: Wednesday, November 19, @5:30pm

OTHER MEETINGS

- Board of Selectmen: Thursday, November 6 and 20, @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 Paty Foose-Bechok. The motion **PASSED UNANIMOUSLY**.

ADJOURNMENT 6:45pm

Respectfully Submitted,
Nicole Swanson