

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, November 19, 2025

Present: Tom Carley, Jerry Coogan, Jen Cross, Eula Kozma, Patty Foose-Bechok, Steve Solomon, Director
Richard Tutwiler, Circulation Manager Beth Conduct

Remotely: Joanne Palmisano

The meeting was called to order by Jen Cross at 5:30 pm.

APPROVAL TO ALLOW COMMITTEE MEMBER TO PARTICIPATE REMOTELY

- A **MOTION TO APPROVE** remote attendance for Joanne Palmisano was made by Steve Solomon and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**. Joanne was out of town and unable to attend the meeting in person. She joined the meeting via cell phone
- Jen Cross, Vice Chair, facilitated the meeting.

APPOINTMENTS

- None at this time.

PUBLIC COMMENT

- None at this time.

MEETING MINUTES

- A **MOTION TO APPROVE** the minutes of the October 17, 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 month of September in the amount of \$1,142.
 - A **MOTION TO APPROVE** cash donations was made by Patty Foose-Bechok and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.

NEW BUSINESS

- Review and approval of any event requests on library property
 - Richard Tutwiler stated that there were no special requests for the use of the library property.
- Treasurers Report
 - Tom Carley stated that the library financials will be completed tomorrow when Jessica the bookkeeper comes in. Currently, everything is looking good. Tom will share the worksheets after they are done.
- Update on the preparations for FY27 Operating Budget, Capital Improvement Program, and Capital Reserve Transfer – Board of Selectman November meetings
 - Richard Tutwiler stated that the library's budget is not officially approved and that there are no specific concerns with it. There is some concern about the current proposed COLA adjustment across the town. The Board of Selectman will wait to make the final decision about the COLA adjustment until the 12/4/25 meeting. A brief discussion followed.

OLD BUSINESS

- Exterior Building Repairs Update
 - Richard Tutwiler stated that he received invoices totaling \$78,345.84 for most of the exterior repairs – trim being repaired and painted, rot fixed and replaced. \$15,000 will be coming from a separate library grant and \$63,345.84 has been given to the town to take from the Capital Reserve. The last bit of exterior work will be touching up a little bit of the roof and installation of rain diverters.
 - There have been multiple windows upstairs that have been found needing repair. The windows are not historic and will be needed to be replaced. They have been temporarily fixed to protect them from sustaining any further damage. A new estimate will be done for the work next year.

DIRECTOR'S REPORT

- Richard Tutwiler gave a presentation for his director's report. He gave summary updates:
 - *Youth Department* – hosted Kindergarten open house on 10/30. Ben Cote did a spooky story walk in partnership with Ausbon Sargent Land Preservation Trust.
 - *Adult Services* – is starting the hiring process for a new Circ Assistant
 - *Circulation* – October themed displays and a thank you letter was shared from Pine Hill Ski Club for the use of the meeting room.
 - *Facilities* – The Elm tree is in. Thanks was given to Sam Clarke and the town for helping to install the tree. J. Hayden Mechanical Services will be returning on 11//24/25 to troubleshoot the continued issues with the heating system.
 - *Community* – The Garden volunteer luncheon was on 10/27. The library was the winner of the Town Municipal category of the 2025 Pumpkin People Contest. Richard attended various town budget meetings.
 - *Statistics* – Patron visits and physical circulation were down while digital services and programming attendance is up.

COMMITTEE REPORTS

- **Finance:** None at this time.
- **Facilities:** None at this time.
- **Personnel and Policy:** Jen Cross sated that the committee did not meet in October.
- **Friends of Tracy Library:** Richard Tutwiler stated that they had their annual meeting. The proposed changes to their bylaws was passed. The Friends have collaborated with the Life is Good store to create a TML shirt that will be sold next years.
- **Garden at Tracy Library:** Richard Tutwiler stated that the garden is winding down for the year and members will be working on their budget.
- **Citizens Advisory Committee:** Patty Foose-Bechok stated that the meeting included the Board of Selectman and was about the town budget.

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, December 3, @4:15pm
- Personnel & Policy Committee: Thursday, December 11, @5pm
- Board of Trustees: Wednesday, December 17, @5:30pm

OTHER MEETINGS

- Board of Selectmen: Thursday, December 4 and 18, @5:30pm
- Friends of Tracy Library: TBD
- Garden at Tracy Library: Monday, January 8, @11:30pm
- Citizens Advisory Committee: as needed per agenda

A **MOTION TO ADJOURN** the meeting was made by Steve Solomon and **SECONDED** by Patty Foose-Bechok. The motion **PASSED UNANIMOUSLY**.

ADJOURNMENT 6:07pm

Respectfully Submitted,
Nicole Swanson