

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

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

**Absent:** Jen Cross

The meeting was called to order by Joanne Palmisano at 5:36 pm.

**APPOINTMENTS**

- None at this time.

**PUBLIC COMMENT**

- Christy LeBoeuf introduced herself and stated that she is interested in possibly becoming an alternate trustee. The board welcomed her and explained about the alternate trustee position.

**MEETING MINUTES**

- A **MOTION TO APPROVE** the minutes of the November 19, 2025 meeting of the Tracy Memorial Board of Trustees was made by Patty Foose-Bechok and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.

**ACCEPTANCE OF CASH DONATIONS**

- The library received donations for the month of September in the amount of \$884.94.
  - A **MOTION TO APPROVE** cash donations was made by Steve Solomon and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.

**NEW BUSINESS**

- Review and vote of approval of the 2026 Holiday schedule and consideration of an early close on Dec. 31<sup>st</sup> (Thursday hours till 8pm)
  - Richard presented the 2026 proposed holiday calendar. He explained the towns 2 floating holidays would be used for the day after Thanksgiving and Christmas Eve. Richard also proposed an early closure for 12/31/26 (New Year's Eve) at 5pm instead of 8pm. A brief discussion followed.
    - A **MOTION TO APPROVE** the early closure at 5pm on Thursday, December 31, 2026 (New Year's Eve) was made by Steve Solomon and **SECONDED** by Patty Foose-Bechok. The motion **PASSED UNANIMOUSLY**.
    - A **MOTION TO APPROVE** the acceptance of the proposed 2026 Holiday Closure Calendar was made by Steve Solomon and **SECONDED** by Tom Carley. The motion **PASSED UNANIMOUSLY**.
- Review and approval of any event requests on library property
  - None at this time.
- Treasures Report and any update on Town Budget Committee/BoS FY27 Operating Budget
  - Richard Tutwiler stated that there are no significant updates and that the Board of Selectmen will meet tomorrow, 12/18 to discuss the town COLA adjustments after they review the New England Consumer Price Index Report. A brief discussion followed.

- Tom Carley shared the balance and profit/loss spreadsheets. He stated that the cash balance is currently higher because the employee pay check has not been submitted to the town yet. Tom also stated that the library continues to be in good shape.
- Upcoming Trustee Term changes and plans for town election applications
  - Joanne Palmisano stated that there will be 2 terms expiring. Both candidates will run again for additional terms.
  - Richard Tutwiler stated that the filing period with the town is 01/21/26 to 1/30/26. He also stated that an ad will be placed in The Shopper for 2 weeks looking for additional candidates and alternates.
- Update on Alternate Trustee Candidates
  - Joanne Palimisano explained about the alternate trustee position and that the board is always welcoming of new candidates.

### OLD BUSINESS

- Exterior Building Repairs Update
  - Richard Tutwiler stated that the updates are minor and will report on them in his director's report.

### DIRECTOR'S REPORT

- Richard Tutwiler gave a presentation for his director's report. He gave summary updates:
  - *Youth Department* – Ben Cote hosted a preschool class of 20 young children at the library on 11/14.
  - *Adult Services* – Will be hiring for a new Circ Assistant. There are currently 9 applications and will start with interviewing 5 people.
  - *Circulation* – cookie jar collection was a popular display with patrons voting on their favorites.
  - *Facilities* – there have been a few delays because of the early snow. The copper rain diverters and 1 roof part above the library entrance will now be done in spring '26. The replacement turret windows were ordered and will be delivered in February '26. The project is still under budget with 1 more additional check to be paid once the last of the work is done. The plumbing/hvac troubleshoot for the boilers has improved.
  - *Community* – Richard attended various meetings – Upper Valley annual librarians, Board of Selectman, Department Heads, and the Friends.
  - *Statistics* – both physical and digital circulation has been up and teen programs have been down.

### 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:** None at this time.
- **Citizens Advisory Committee:** None at this time.

### OPEN DISCUSSION

- None at this time.

## **ANNOUNCEMENTS**

- On behalf of the BoT, Joanne Palmisano wished the staff a happy holiday and new year, and gave appreciation for all the staff does for the library and community.

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: January 7, 2026 @4:15pm
- Personnel & Policy Committee: January 15, 2026 @5pm
- Board of Trustees: January 21, 2026 @5:30pm

## **OTHER MEETINGS**

- Board of Selectmen: December 18, 2025 @5:30pm
- Friends of Tracy Library: January 12, 2026 @3:45pm
- Garden at Tracy Library: January 8, 2026 @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** 6:12pm

Respectfully Submitted,  
Nicole Swanson