

**TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**Wednesday, January 21, 2026**

**Present:** Tom Carley, Jerry Coogan, Jen Cross, Eula Kozma, Patty Foose-Bechok, Steve Solomon, Director Richard Tutwiler, Assistant Director Matthew Gunby

**Remote:** 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 Patty Foose-Bechok 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 December 17, 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 September in the amount of \$865.40.
  - A **MOTION TO APPROVE** cash donations was made by Steve Solomon and **SECONDED** by Tom Carley. The motion **PASSED UNANIMOUSLY**.

**NEW BUSINESS**

- Review and approval of new hire - Circulation Assistant
  - Richard Tutwiler stated that they interviewed several candidates for the position of circulation assistant and offered the position to Meghan Flanagan. She accepted the position and started on Tuesday, 1/20/26.
  - Eula Kozma stated that the Policy & Personnel committee met and recommended that the board approve the hire.
    - A **MOTION TO APPROVE** the hire of circulation assistant, Meghan Flanagan, was made by Eula Kozma and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.
- Discussion (and approval) for consideration of an additional substitute/temporary position for "on-call" coverage of staff absences - no budget impact
  - Richard Tutwiler discussed the advantages of having an extra substitute circulation assistant on staff due to vacancies caused by illness, unexpected travel, long vacations etc. The position would have no budget impact as they would be replacing the missing staff member. This position would also have no specialty attached to it. Eula Kozma

stated that the Policy and Personnel Committee also thought it would be a good idea and recommended the board approval.

- A **MOTION TO APPROVE** a second substitute circulation assistant to fill any staff vacancies was made by Jerry Coogan and **SECONDED** by Patty Foose-Bechok. The motion was **PASSED UNANIMOUSLY**.
- Update on the BoS FY2027 Budget and appropriations
  - Richard Tutwiler gave an update that he will attend the meeting tonight where the budget committee will give their recommendations to the BoS. In addition, Richard will be attending the BoS meeting to present the library budget tomorrow 01/22. There are currently no changes to the library budget, and the town has agreed to the 3% COLA. The library appropriation requests the library is asking for is \$789,618 out of a total budget of \$848,218. (4.4% increase from last year which is the COLA and step increase). Richard will keep the BoT updated.
- Discussion on NH House Bill regarding governance of town libraries
  - NH House Bill 1214 - *proposes allowing a municipality's governing body (such as a city council or town select board) to assume governance of a public library*. This bill potentially shifts control from independent library trustees to municipal officials
    - Richard Tutwiler shared an update of a new NH bill being put forward by Cristine Perez of Londonderry. If passed, the Town of New London would be able to put to a vote whether they would want the BoS to run the library. If that were to happen the BoT would become an advisory board not a governing board. Richard gave out contact information for NH Merrimack County District 7 representative Karen Ewald (603) 748-3876.
    - Steve Solomon added that NHLTA sent out information regarding the bill.
- Additional personnel discussion for non-public session
  - Jen Cross suggested tabling the discussion for the end of the meeting. BoT agreed.

#### OLD BUSINESS

- Exterior Building Repairs Update
  - Richard Tutwiler stated that the updates are minor and will report on them in the directors' report.
- Alternate Trustee update
  - Eula Kozma stated that the BoT is always looking for alternate trustees and that she followed up with Christy Lebeouf. Christy stated that she is interested in serving as an alternate trustee. A brief discussion followed.
    - A **MOTION TO APPROVE** the alternate trustee nomination of Christy LeBeouf to be brought to the BoS was made by Jerry Coogan and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.
  - Both Eula and Richard will work together to get the nomination to the BoS.

#### DIRECTOR'S REPORT

- Richard Tutwiler gave a presentation for his director's report. He gave summary updates:
  - *Youth Department* – Teen program Universal Yums has been renewed for another year; Ben hosted a KRSD preschool visit with 20 children
  - *Adult Services – Beyond Politics* author talk and book signing was on 12/11 and had 12 participants
  - *Circulation* – Curious Collection display was the libraries White house ornament collection

- *Facilities* – Roofers came in on 12/23/25 to fix a minor roof issue specifically above the stairwell down to the youth area. The interior heat has continued to be a challenge. Maintenance was done on boilers and radiators in December. Links Heating visited 12/11 and 12/17 to clean boilers and mini splits. At the beginning of January, a failed zone valve and expansion tank were fixed. On 1/29 the heating system will be bled, and the expansion tank will be replaced. The next project will be to have the parking lot repaired, which will require a capital reserve disbursement. Richard will start getting quotes on the paving.
- *Community* – On 12/5 Richard met with surrounding neighbors of the Chamber to discuss a “pocket park” with a story walk in the green space behind the municipal parking lot.
- *Statistics* – Richard finished the year report and submitted it to the town for the annual town report. The library is about 98% back to numbers from before COVID.

### COMMITTEE REPORTS

- **Finance:** Tom Carley shared and explained both the balance and budget/actual spreadsheets. The library is currently running on a surplus and continues to be in good shape.
- **Facilities:** None at this time.
- **Personnel and Policy:** Eula Kozma stated that the committee will be reviewing the policies and reapproving them.
- **Friends of Tracy Library:** Both Richard Tutwiler and Matthew Gunby attended their meeting and went over their calendar year ‘26 budget which was approved. They will also be working with Kirk to transition the Friends webpage to the Tracy webpage. Also, Richard spoke with them about using some of the extra funds to possibly invest in starting a capital campaign to construct a new teen space.
- **Garden at Tracy Library:** Richard Tutwiler attended their meeting, and they approved their budget for calendar year ‘26.
- **Citizens Advisory Committee:** Patty Foose-Bechok stated that there was no meeting last month but there will be a meeting on Saturday, 2/7 at 7:30am.

### 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 Jen Cross. The motion **PASSED UNANIMOUSLY** at 6:11pm.
- Public session reconvened at 6:21pm.

### 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: February 4, 2026 @4:15pm
- Personnel & Policy Committee: February 12, 2026 @5pm
- Board of Trustees: February 18, 2026 @5:30pm

**OTHER MEETINGS**

- Board of Selectmen: February 5 & 19, 2026 @5:30pm
- Budget Committee: Public hearing February 11, 2026 @6pm
- Friends of Tracy Library: March 9, 2026 @3:45pm
- Garden at Tracy Library: March 12, 2026 @11:30pm
- Citizens Advisory Committee: February 7, 2026 @7:30am

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

**ADJOURNMENT** 6:21pm

Respectfully Submitted,  
Nicole Swanson