

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, February 18, 2026

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

Absent: Jen Cross, Eula Kozma, Steve Solomon

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

APPOINTMENTS

- None at this time.

PUBLIC COMMENT

- None at this time.

MEETING MINUTES

- A **MOTION TO APPROVE** the minutes of January 17, 2026, meeting of the Tracy Memorial Board of Trustees was made by Tom Carley and **SECONDED** by Patty Foose-Bechok. The motion **PASSED UNANIMOUSLY**.

ACCEPTANCE OF CASH DONATIONS

- The library received donations for the month of January in the amount of \$1,447.
 - A **MOTION TO APPROVE** cash donations was made by Jerry Coogan and **SECONDED** by Tom Carley. The motion **PASSED UNANIMOUSLY**.

NEW BUSINESS

- Review and approval of new hire – Substitute Circulation Assistant
 - Richard Tutwiler stated that Don Dogan has completed his background checks and has started at the library as a Substitute Circulation Assistant.
 - A **MOTION TO APPROVE** the hire of substitute circulation assistant, Don Dogan, was made by Patty Foose-Bechok and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.
- Finance Report
 - Tom Carley shared both the balance and profit/loss sheets. Tom noted the profit/loss sheets are skewed with a surplus of money because of the January payment to the library and the libraries payment back to the town didn't go through until February. He stated that the library is on budget, and is running well.
 - Richard Tutwiler noted that the winter has been a challenge with the snowfall, so there has been consistent payments for the snow removal, more than expected.
- Reminder: Town Election March 10th, Whipple Hall 7:00am – 7:00pm
 - Joanne Palmisano gave a reminder about the town voting with 2 open Board of Trustee spots.
- Reminder: Town Meeting March 18th, Colby Sawyer Hogan Sports Center, 6:00pm
 - Joanne Palmisano gave a reminder of the town meeting and that an ID will be needed to attend.

OLD BUSINESS

- Update on the BoS FY27 Budget and appropriations from Town Budget meetings
 - Richard Tutwiler stated that he has attended both the Board of Selectman meetings and town budget meetings. The library's budget seems to be approved with no challenges.
- 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 Christine Perez of Londonderry. The bill was defeated with a vote of 15 – 0 for inexpedient to legislate.

DIRECTOR'S REPORT

- Richard Tutwiler gave a presentation for his director's report. He gave summary updates:
 - *Youth Department* – Ben Cote was featured in the Intertown Record for the Lego club. Ben also did Storytime at the KRSD preschool
 - *Adult Services* – A new computer server was set upon 1/12. The New London Historical Society hosted a lecture that had 89 attendees. There is a Winter BINGO board for patrons.
 - *Circulation* – The Curious Collection display cabinet had items from the New London Barn. There is a new Staff Picks brochure.
 - *Facilities* – Interior heat continues to be an issue. There is a slight leak in the boiler room. Links Heating ordered the necessary part and will install in the spring; Master Roofers took care of an ice damn that cause an interior leak on stairwell to children's area; The windows for the processing room have been ordered and will be installed in April; the repaving of the parking lot will require approval from the Capital Reserve budget when ready to complete.
 - *Community* – Richard completed the libraries annual town report on 1/12. The TML staff gathered for a holiday party; both Matthew Gunby and Richard met with the Friends to merge their website on to the libraries site.
 - *Statistics* – across the board all numbers have increased.

COMMITTEE REPORTS

- **Finance:** None at this time.
- **Facilities:** None at this time.
- **Personnel and Policy:** Joanne Palmisano stated that there was no meeting in February and the committee plans to meet in March to continue looking at policy manual.
- **Friends of Tracy Library:** The Friends are working with both Richard and Matthew on a wish list for a tool library. Also, they are working on a special project, stone "book" benches with Richard.
- **Garden at Tracy Library:** None at this time.
- **Citizens Advisory Committee:** None at this time.

OPEN DISCUSSION

- Richard Tutwiler stated that he has an appointment with the Board of Selectman, tomorrow 2/19 to present Christie Lebouf as an alternate trustee.

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: March 4, 2026 @4:15pm
- Personnel & Policy Committee: February 12, 2026 @5pm
- Board of Trustees: No March meeting; April 15, 2026 @5:30pm

OTHER MEETINGS

- Board of Selectmen: February 19 & March 5, 2026 @5:30pm
- Friends of Tracy Library: March 9, 2026 @3:45pm
- Garden at Tracy Library: March 12, 2026 @11:30pm
- Citizens Advisory Committee: March 7 & April 4, 2026 @7:30am

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

ADJOURNMENT 6:15pm

Respectfully Submitted,
Nicole Swanson