

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, April 15, 2026

Present: Tom Carley, Jerry Coogan, Jen Cross, Patty Foose-Bechok, Eula Kozma, Joanne Palmisano, Steve Solomon, Director Richard Tutwiler, Circulation Manager Beth Conduct, Head of Youth Services Ben Cote

Public: Betsy Gunby

The meeting was called to order at 5:29 pm.

APPOINTMENTS

- None at this time.

PUBLIC COMMENT

- None at this time.

MEETING MINUTES

- A **MOTION TO APPROVE** the minutes of the February 18, 2026, 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 February in the amount of \$117 and the month of March \$405.
 - A **MOTION TO APPROVE** cash donations was made by Eula Kozma and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.

NEW BUSINESS

- TML Board of Trustee elections for Officers and Committee Chairs
 - Joanne Palmisano stated that there was interest among the current trustee officers to return to their position.
 - Joanne as the chair, Jen Cross as the vice chair/secretary, and Tom Carley as the treasure.
 - A **MOTION TO APPOINT** the continued slate of officers as discussed and listed, was made by Eula Kozma and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.
 - Joanne Palmisano opened the floor for volunteers or nominations to fill trustee committee chairs and liaisons.
 - *Policy and Personnel Committee* – Eula Kozma was willing to continue to chair.
 - *Finance Committee* – Tom Carley was willing to continue to chair
 - *Facilities Committee* – Steve Solomon was willing to continue to chair.
 - *The Friends Liaison* – Patty Foose-Bechok was willing to continue to be the liaison.
 - *The Citizens Advisory Liaison* - Patty Foose-Bechok was willing to continue to be the liaison.
 - *Garden at Tracy Liaison* – Jerry Coogan volunteered to be the liaison.

- A **MOTION TO APPOINT** the slate of all the committee chairs and liaisons as discussed and listed, was made by Jen Cross and **SECONDED** by Eula Kozma. The motion **PASSED UNANIMOUSLY**.
- Vote to accept the revised Incident Reporting Policy as recommended by P&P Committee
 - Richard Tutwiler shared and explained the TML Incident Reporting Policy. The form was edited and approved by the Policy and Personnel Committee. There was a brief discussion about possible scenarios that might come up. Steve Solomon suggested to include reported incidents in the director's report. Richard stated that he could make the addition.
 - A **MOTION TO APPROVE** the TML Incident Reporting Policy being added to the Policy manual was made by Patty Foose-Bechok and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.
- Garden request for Meeting Room use – for approval
 - Richard Tutwiler stated that the Garden at Tracy is requesting to use the meeting room on Monday, 4/27/26 from 8:30am to 10:30am for their opening day of work in the garden.
 - A **MOTION TO APPROVE** the Garden at Tracy's use of the meeting room on Monday, 04/27/26 was made by Eula Kozma and **SECONDED** by Jen Cross. The motion **PASSED UNANIMOUSLY**.
- Finance Report
 - Tom Carley shared both the balance and profit/loss spreadsheets. He explained the discrepancy of the amounts due to town and library payments crossing, just as previous months. The library is doing well financially.
- Update on Alternate Trustees
 - Joanne Palmisano introduced Betsy Gunby who is interested in possibly becoming an alternate trustee. Joanne explained the role of an alternate trustee and the procedure on how to become one. Betsy shared some background information and will observe the meeting. Joanne stated that she would follow up with her in the coming weeks.

OLD BUSINESS

- None at this time

DIRECTOR'S REPORT

- Richard Tutwiler gave a presentation for his director's report for the months February and March. He gave summary updates:
 - *Youth Department* – Ben Cote has been doing story time for the local preschools with about 23 children per session. Universal Yums program is the highest attended teen program.
 - *Adult Services* – The Friends site has been moved to the library's main site. The New London Historical Society programs had high attendance 76 in February and 65 in March. 8 new staff computers were ordered to replace the old ones.
 - *Circulation* – New display, *Check it out*, where patrons are informed about various parts of the library and collection that they might not know exist. February hosted a drop in create your own valentine event.
 - *Facilities* – Links Heating was in to fix the manifold leak on 4/13/26 but ran out of time to bleed the pipes. They will return on 4/20/26. The delivery of the windows for the processing room will be on 4/21/26. Stanley Elevator completed repairs to an elevator piston seal on 3/2/26. The meeting room speakers were repaired in February after a

storm surge took them out. The repaving of the front circle and parking spots is to be done in July. Sam Clarke will be scheduling it with other town paving projects.

- *Community* – Richard attended various meetings – Department heads, town meeting, Board of Selectman. Both Richard and Matthew also met with the Friends where the library budget got approved.
- *Statistics* – The library is doing well across the board. In February, patron visits were slightly down along with teen programs while all other areas were up. In March, all areas were up except for youth programming which stayed the same.

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:** Patty Foose-Bechok attended the meeting where there was a presentation by the Lake Sunapee Chamber of Commerce. There were some concerns about the municipal parking lot that were brought up. A brief discussion followed on how the municipal lot affects the library.

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: May 6, 2026 @4:30pm
- Personnel & Policy Committee: May 18, 2026 @4pm
- Board of Trustees: May 20, 2026 @5:30pm

OTHER MEETINGS

- Board of Selectmen: April 23, 2026 @5:30pm
- Friends of Tracy Library: May 11, 2026 @3:45pm
- Garden at Tracy Library: May 14, 2026 @11:30pm
- Citizens Advisory Committee: May 2, 2026 @7:30am

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

ADJOURNMENT 6:26pm

Respectfully Submitted,
Nicole Swanson

