

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, May 20, 2026

Present: Tom Carley, Jerry Coogan, Jen Cross, Patty Foose-Bechok, Betsy Gunby, Christie LeBoeuf, Steve Solomon, Director Richard Tutwiler, Assistant Director Matthew Gunby

Remote: Joanne Palmisano

Absent : Eula Kozma

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

APPROVAL TO ALLOW COMMITTEE MEMBER TO PARTICIPATE REMOTELY

- A **MOTION TO APPROVE** remote attendance for Joanne Palmisano was made by Jerry Coogan and **SECONDED** by Patty Foose-Bechok. The motion **PASSED UNANIMOUSLY**. Joanne was unable to attend the meeting in person. She joined the meeting via cell phone.

APPOINTMENTS

- None at this time.

PUBLIC COMMENT

- Joanne Palmisano welcomed 2 members of the public to the meeting who stated they were there to observe the meeting.

MEETING MINUTES

- A **MOTION TO APPROVE** the minutes of the April 15, 2026, meeting of the Tracy Memorial Board of Trustees was made by Jen Cross and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.

ACCEPTANCE OF CASH DONATIONS

- The library received donations for the month of April in the amount of \$563.
 - A **MOTION TO APPROVE** cash donations was made by Jen Cross and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.

NEW BUSINESS

- Update on Tool Library
 - Richard Tutwiler stated that the library will institute a tool library. This collection will feature garden tools, hand tools, and a sewing machine. He stated that this collection was made possible by The Friends and has spent \$1,500 already on various tools. The tools will be cataloged and clearly labeled. Currently, the Policy and Personnel Committee have reviewed the tool borrower's agreement, which waves the library being held accountable, the need to be 18+ years old and holding the patron responsible to replace batteries, sandpaper etc. Richard stated that PRIMEX Insurance Company is involved with the collection's details. He will also present the new collection to the town department heads at their upcoming meeting. A brief discussion followed about the borrower's agreement, additional tools to add to the collection and logistics.
- New London Barn Playhouse Shales in Garden approval

- Richard Tutwiler stated that the New London Barn Playhouse is requesting use of the garden on Friday, 7/10/26 and Saturday, 7/11/26 for their Junior Intern Shakespeare production. They are expecting about 20-40 people, with no refreshments. The production is open to the public.
 - A **MOTION TO APPROVE** the use of the garden by the New London Barn Playhouse for their Junior Intern program on Friday, 7/10/26 and Saturday, 7/11/26 was made by Patty Foose-Bechok and **SECONDED** by Jen Cross. The motion **PASSED UNANIMOUSLY**.
- Finance Report
 - Tom Carley shared both the balance and profit/loss spreadsheets. The library is doing well financially and currently running on a surplus. He explained the maintenance line as over budget due to a heavy building repair year but is under budget in other areas. Tom also mentioned a donation from a patron's estate in the amount of \$23,270 to be used for large print books. Richard also discussed possibly using some for ADA purposes for the visually impaired within the library as the donation is not fully restricted.
- Update on Alternate Trustees
 - Joanne Palmisano stated that both Elizabeth Gunby and Christie LeBoeuf were sworn in as alternates to the Board of Trustees. The Trustee members welcomed them. Both Joanne and Richard Tutwiler will meet with them for an orientation and to go over the policy manual and to see which committees they would like to join.

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* – The Friends kid shirts are now available and cost \$24. Summer reading programs were shared – 6/30 Silver Circus. 7/15 Squam Lake animals with bad reputations, 8/1 Lindsay and her puppet pals, 8/6 C3Brix Lego Bootcamp.
 - *Adult Services* – Richard submitted the NH public Library survey on 4/30; The new staff computers have been installed and are running well.
 - *Circulation* – New display, "Check it Out" features different collections and areas of the library. The first topic was Blue Dot books which are our "nearly new" books.
 - *Facilities* – On 4/13 Links Heating completed the manifold leak; the exterior installation has begun of the tourette windows, copper rain diverter has been completed on the roof at front of the building; stone book benches made of granite from partners Rock of Ages and Swenson Granite were quoted at \$24,636 per bench. This project has been put on hold as they are above the proposed budget.
 - *Community* – the library hosted the Citizen's Advisory Committee meeting; the Garden at Tracy was officially opened on 4/27.
 - *Statistics* – Patron visits were down but physical circulation has been up. Digital services have also been up. Youth programs were about the same while teen programs were down.

COMMITTEE REPORTS

- **Finance:** Tom Carley stated that the library's CDs will roll over on Friday, 5/22. Also, both he and Richard will work on the end of year fiscal report due 7/1 to the town and the Department of Justice.
- **Facilities:** None at this time.
- **Personnel and Policy:** Joanne Palmisano stated that the committee has been working on the library's behavior policy and will present it to the board at the next BoT meeting. Joanne also stated that staff performance reviews are currently being done and scheduled.
- **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 the topic was focused on the Pocket Park. Also, parking lot concerns continue to come up.

OPEN DISCUSSION

- Member of the public, Dot Dogan, voiced a concern regarding the maintenance of the front gardens at the library and asked if there was an onsite maintenance staff member. Richard explained that any repairs are done in house, contracted out, or with the help of public works. He also explained that Public Works is responsible for cutting the lawn and will do a spring cleanup, and if anything, more is needed around the property it would be contracted out to Chippers. A brief discussion followed. Both Jerry Coogan and Steve Solomon invited Dot to the next Facilities Committee meeting where this topic can be discussed further, and a plan can be made. Joanne Palmisano also suggested approaching the Garden at Tracy to see if they can work together or give any recommendations. The facilities committee will add the upkeep of the library's front gardens to the agenda.
- Joanne Palmisano suggested having only 1 BoT meeting over the summer in either July or August. Board members agreed. Joanne will send out an email to see which month will have the most availability to hold a meeting.

ANNOUNCEMENTS

- Joanne Palmisano stated that this year will be the 100th annual hospital days. This year's theme is, *A Century of Celebration*. Library staff, volunteers and board members will start brainstorming and working on the library's float for the parade.

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: June 3, 2026 @4:30pm
- Personnel & Policy Committee: June 11, 2026 @6pm
- Board of Trustees: June 17, 2026 @5:30pm

OTHER MEETINGS

- Board of Selectmen: June 4, 2026 @5:30pm
- Friends of Tracy Library: July 13, 2026 @4pm
- Garden at Tracy Library: June 11, 2026 @12pm
- Citizens Advisory Committee: June 6, 2026 @7:30am

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

ADJOURNMENT 6:30pm

Respectfully Submitted,
Nicole Swanson