

**TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**Wednesday, June 17, 2026**

**Present:** Tom Carley, Patty Foose-Bechok, Eula Kozma, Betsy Gunby, Christie LeBoeuf, Joanne Palmisano Steve Solomon, Director Richard Tutwiler, Assistant Director Matthew Gunby, Circulation Manager Beth Condict

**Absent:** Jerry Coogan, Jen Cross

The meeting was called to order at 5:31 pm.

**APPOINTMENTS**

- None at this time.

**PUBLIC COMMENT**

- None at this time.

**MEETING MINUTES**

- A **MOTION TO APPROVE** the minutes of the May 20, 2026, meeting of the Tracy Memorial Board of Trustees was made by Patty Foose-Bechok and **SECONDED** by Tom Carley. The motion **PASSED UNANIMOUSLY**.

**ACCEPTANCE OF CASH DONATIONS**

- The library received donations for the month of May in the amount of \$672.
  - A **MOTION TO APPROVE** cash donations was made by Steve Solomon and **SECONDED** by Eula Kozma. The motion **PASSED UNANIMOUSLY**
- Richard Tutwiler shared that the library received a donation from the Paul Inge Fyfe Estate trust with the unrestricted-verbal instruction to use for large print books. Two disbursements were received in the amount of \$23,270.32 and \$100. Tom Carley proposed opening a 4<sup>th</sup> CD account with Mascoma Bank to invest the money and to use about \$4,000 a year to underwrite the LP book collection.
  - A **MOTION TO APPROVE** the Paul Inge Fyfe Estate donation of \$23,370.32 and to invest money at Mascoma Bank to underwrite the Large Print Collection was made by Tom Carley and **SECONDED** by Patty Bechok-Foose. The motion **PASSED UNANIMOUSLY**.

**NEW BUSINESS**

- Discussion and vote to accept the new Policy for Public Behavior on Library Premises as recommended by P&P Committee
  - Eula Kozma shared a new policy for public behavior. Currently the library does not have a policy in place. The Personnel and Policy Committee has gone through 2 drafts and recommends BoT for approval. A brief discussion followed. Steve Solmon suggested deleting the last paragraph but keeping the last sentence under the *Administration Review of Temporary Ban or Permanent Trespass*.
    - A **MOTION TO APPROVE** the Public Behavior Policy with the discussed amendment change of the deleted last paragraph and leaving last sentence of “The Library reserves the right to amend these rules” was made by Patty Bechok-Foose and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.
- Update on Tool Library

- Richard Tutwiler shared the lending agreement for the new tool library. He stated he consulted with town counsel, PRIMEX insurance company and Ashley Seybold. The Personnel and Policy committee reviewed the agreement and recommended it to BoT members. A discussion followed. The following suggestions were made:
  - #2 - change to 18 plus years
  - #10 - change to broader language
    - A **MOTION TO APPROVE** the proposed tool lending agreement with the approval of the amendment of broader verbiage by town council was made by Eula Kozma and **SECONDED** by Joanne Palmisano was **PASSED UNANIMOUSLY**.
- Personnel update – reminder for Trustees to give feedback on Director performance survey
  - Eula Kozma stated that the Personnel and Policy Committee are formatting the director job description and performance review. Eula will send the performance review to BoT members through email to complete, and it will be open for 1 week. The results will be shared with the director by the BoT chair.
- Finance Report
  - Tom Carley shared both the budget and profit/loss spreadsheet. \$96,000 in checking account. Income statement - town gave \$673,000 and spent \$711,000. The library is running under budget on some lines like the personnel line while the maintenance line was over budget. Overall, the library is doing well financially.
- Reminder – no Board of Trustees meeting in August
  - Joanne Palmisano reminded BoT members that there will be no August 2026 board meeting. The BoT will resume monthly meetings starting September 16, 2026.

## OLD BUSINESS

- None at this time

## DIRECTOR'S REPORT

- Richard Tutwiler gave a presentation for his director's report for the month of May. He gave summary updates:
  - *Youth Department* – Summer reading started on 6/20. Storytime visitors have increased from summer visitors.
  - *Adult Services* – Program by NH Humanities of the history of the Connecticut River had 85 attendees
  - *Circulation* – various displays around the library that included Mother's Day, top 100 circulated books at the library and the Lake Stewardship Resource collection from the NH room.
  - *Facilities* – Links Heating continues to work with the Mini splits. The exterior window trim work has been completed and under budget. The parking lot will be completed in the Fall and is being coordinated by Public Works. 215 feet of curb will be repaired – waiting on a quote from Granite State Curb setters. Irish Electric is scheduled to repair failed exterior outlets leading to the irrigation system.
  - *Community* – Richard attended his monthly meetings. Both Joanne Palmoisano and Steve Solomon attended the NHLTA conference on 5/27/26.
  - *Statistics* – Patron visits are down while circulation is up. This is possibly due to the recent parking issues. Adult programming has been up due to NH Humanities programming.

## 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:** Richard Tutwiler attended the meeting. Judy Odell is stepping down from the president position after this season of the garden. Carol Fraley will be temporarily stepping into the president role. A discussion was held regarding the upkeep of the front gardens of the library. Currently the garden's bylaws/insurance state work can only be done in the historic part of the garden. A brief discussion followed where different options were explored.
- **Citizens Advisory Committee:** Patty Foose-Bechok attended the meeting where the topic focused on the recreation department.

#### **OPEN DISCUSSION**

- Richard Tutwiler stated that he was notified by Eversource and the town that there will be a scheduled power outage on Tuesday, June 23rd from 9am to 1 pm with a rain date of Wednesday, June 24th. Eversource will be replacing old copper wiring throughout the town. A brief discussion followed. BoT members recommended closing the library from those hours and to reopen after 1 to the public giving them as much notice as possible.
- The Trustees were appraised of the volunteer support for the library grounds that are not exclusive responsibilities of the Garden at Tracy Library and expressed unanimous appreciation. They discussed ways to show appreciation and acknowledgement for all the volunteers who generously provide time and talent.

#### **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: July 1, 2026 @4:30pm
- Personnel & Policy Committee: July 14, 2026 @6pm
- Board of Trustees: July 15, 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: July 9, 2026 12pm
- Citizens Advisory Committee: TBD

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

**ADJOURNMENT** 6:27pm

Respectfully Submitted,  
Nicole Swanson