

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

Present: Tom Carley, Patty Foose-Bechok, Jerry Coogan, Eula Kozma, Christie LeBoeuf, Joanne Palmisano, Steve Solomon, Director Richard Tutwiler, Circulation Manager Beth Condict

Absent: Elizabeth Gunby

Remote: Jen Cross

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 Jen Cross was made by Eula Kozma and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**. Jen was unable to attend the meeting in person. She joined the meeting via cell phone.

APPOINTMENTS

- None at this time.

PUBLIC COMMENT

- None at this time.

MEETING MINUTES

- A **MOTION TO APPROVE** the minutes of the June 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 June in the amount of \$259.
 - A **MOTION TO APPROVE** cash donations was made by Jerry Coogan and **SECONDED** by Tom Carley. The motion **PASSED UNANIMOUSLY**

NEW BUSINESS

- Finance Report
 - Tom Carley shared the final fiscal year financial spreadsheets. Currently, there is \$101,000 in checking account and \$253,000 in CDs at Mascoma bank. The library has a surplus of \$20,000 due to the personnel line for wages and benefits. The finance committee will meet to approve the financials for the end of the fiscal year.
- 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.
- Preparation for Hospital Days
 - Richard Tutwiler stated that the library will be participating in the Hospital Days activities. The library will attend Chamber night on 7/30 with a roaring 20's theme and will also have a float in the parade on 8/1. The management team has met to determine the theme and décor for the parade float. The float will celebrate 100 years of the library with a birthday cake, roaring 20's décor and will have current and past employees, volunteers of the library riding the float. A brief discussion took place. Richard extended an invite to all BoT members to join on the float.

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 has started. 53 attendees for the kickoff event with Silver Circus.
 - *Adult Services* – Completed June performance reviews with all staff. Author talk with Tory Henwood Hoen had 11 attendees.
 - *Circulation* – Adult summer reading BINGO cards have started.
 - *Facilities* – Links Heating was in to fix the mini splits on the 6/8 and 6/17; Irish Electric fixed 3 broken exterior outlets restoring access to front irrigation system on 6/18; Chippers trimmed Elm and Sprout trees on 6/25; Paving of the front driveway is still scheduled for fall '26; HVAC AC units froze over and overflowed the drip tray causing a ceiling leak near the circulation office. The AC units were shut off, and the drip tray was emptied. There was a ground fault of the fire system that occurred from the cleaning. HVAC company repaired the unit and cleared the clog today, and the ac units are back up and running.
 - *Community* – All Staff meeting and active shooter training with New London Police Department was held on 6/1/26. Richard attended town department head's meeting to discuss staff benefits, perks, and compensation. Richard also attended the garden party on 6/28/26 where roughly 150 people attended.
 - *Statistics* – physical circulation has stayed the same while digital circulation continues to rise. Adult programming saw a rise in attendance with the Author talk.

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:** Eula Kozma stated that there was no garden meeting this month but they will resume meetings in August. The Policy and Personnel will be discussing the MOU with the garden to possibly extend work past the historical part of the garden to the side and front gardens.
- **Citizens Advisory Committee:** Patty Foose-Bechok stated there are no meetings for the summer months.

OPEN DISCUSSION

- Richard Tutwiler gave an update on the tool library. He stated that the tools are currently being processed and will be stored on the second-floor hallway shelves. There will be a soft launch of the tool library in August, and an ad will be placed in the Kearsarge Shopper advertising the new collection.
- 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 Patty Foose-Bechok. The motion **PASSED UNANIMOUSLY** at 6:20pm.
 - Public session was reconvened at 6:35pm.

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: August 5, 2026 @4:30pm
- Personnel & Policy Committee: August 11, 2026 @6pm
- Board of Trustees: September 1, 2026 @5:30pm

OTHER MEETINGS

- Board of Selectmen: August 6, 2026 @5:30pm
- Friends of Tracy Library: August 3, 2026 @4pm
- Garden at Tracy Library: August 13, 2026 .12pm
- Citizens Advisory Committee: TBD

A **MOTION TO ADJOURN** the meeting was made by Jerry Coogan and **SECONDED** by Tom Carley. The motion **PASSED UNANIMOUSLY**.

ADJOURNMENT 6:35pm

Respectfully Submitted,
Nicole Swanson