TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, September 17, 2025

Present: Tom Carley, Jerry Coogan, Elizabeth Gunby, Eula Kozma, Christie LeBoeuf, Joanne Palmisano, Patty Bechok, Steve Solomon, Director Richard Tutwiler, Assistant Director Matthew Gunby
Absent: Jen Cross

The meeting was called to order by Joanne Palmisano at 5:28 pm.

APPOINTMENTS

- None at this time.

PUBLIC COMMENT

- Don and Dot Dogan were in attendance. The Trustees praised Dot for her support for the library grounds that are not exclusive responsibilities of the Garden at Tracy Library and expressed unanimous appreciation.

MEETING MINUTES

- A **MOTION TO APPROVE** the minutes of the July 15, 2026, meeting of the Tracy Memorial Board of Trustees was made by Eula Kozma and **SECONDED** by Patty Bechok. The motion **PASSED UNANIMOUSLY**.

ACCEPTANCE OF CASH DONATIONS

- The library received donations for the months of July ($23,728.32) which included the Fyfe trust check and August ($279) for a total amount of $24,007.32.
    - A **MOTION TO APPROVE** cash donations was made by Steve Solomon and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.

NEW BUSINESS

- Jen Cross resignation
    - Joanne Palmisano stated that Jen Cross has resigned from the Board of Trustees due to personal reasons. Joanne thanked her for her service to board and the Policy and Personnel Committee.
    - Joanne stated that due to the resignation, there is a vacancy on the board. She reached out to the first alternate board member, Christy LeBoeuf about finishing the term. Christie accepted. Joanne will send a proposal letter to the Board of Selectman to approve Christie to complete the term.
- Review and Approval of the FY27 Operating Budget, Capital Improvement Program, and Capital Reserve Transfer
    - Tom Carey shared the balance, and profit/loss spreadsheets. Tom explained the inflated budget sheet due to missing invoices. The library is showing $186,302 in the account but will be reduced by about $40,000 once invoiced from the town. Also, the amount shows the $23,000 from the Fyfe trust donation. Tom also stated that the Finance Committee discussed and would like to take $25,000 out of the $186,302 and set up a 5th CD at Mascoma Bank. This would generate interest income and would leave about 100,000 in the library account after invoices and checks clear.

- A **MOTION TO APPROVE** the opening of a 5th CD at Mascoma Bank for $25,000 funded from the surplus operating cash account was made by Steve Solomon and **SECONDED** by Jerry Coogan. The motion **PASSED UNANAIMOUSLY**.

- Operating Budget
  - Richard shared the proposed FY2028 Operating budget that the Finance Committee has reviewed and approved. Also, Richard went through some highlighted points. Disbursements -
    - *Receipts* - the Tracy funds tracked well but did not do as well as in the past. Therefore, the 2028 proposal for the Tracy funds was lowered from $40,000 to $30,000 which equals a 25% loss. Other receipt changes are minor. The gifts have increased and $7,500. Overall, the library's income is down by about 12%. The town appropriation is set at $818,000, which is a 3.6% increase which includes an offset of $25,000. Part of the $25,000 was from FY26 surplus due to personnel challenges that will be carried over into FY28.
    - *Disbursements* - wages/personnel lines - benefits have an 8% increase due to possible rising health insurance costs. The wages line accounts for 3.5% increase for COLA and 2.5% increase for step. grounds line – increased to 28% due to snow removal.
      - A **MOTION TO APPROVE** the proposed FY2028 Operating Budget as presented was made by Eula Kozma and **SECONDED** by Patty Foose-Bechok. The motion **PASSED UNANIMOUSLY**.
- Capital Reserve
  - Richard shared that the upcoming year scheduled project is interior renovations which include – replace and repair flooring throughout the library, remodel kitchen and bathrooms, interior painting and furniture totaling $125,000. The library will ask for a transfer of $50,000 into the account to cover the cost. Last fiscal year the library did not ask for any transfers from the town.
    - A **MOTION TO APPROVE** the proposed FY2028 Capital Reserve budget as presented was made by Steve Solomon and **SECONDED** by Eula Kozma. The motion **PASSED UNANIMOUSLY**.
- Capital Improvement Plan
  - Richard shared the Capital Improvement Plan worksheet through FY36. After the Interior renovations in FY 28, the next planned project would be the replacement of new furnaces (FY29) and mechanical systems (FY30).
    - A **MOTION TO APPROVE** the proposed Capital Improvement Plan 10-year proposal as presented was made by Steve Solomon and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.

- Fyfe CD Account at Mascoma Bank signers
    - Tom Carley stated that the Finance committee would like to be authorized to be signers on all the CD accounts at Mascoma Bank along with Richard the director.
        - A **MOTION TO APPROVE** the authorized signers of library director Richard Tutwiler, and Finance Committee members Tom Carley, and Gerald Coogan on all the library CD's at Mascoma Bank was made by Patty Foose-Bechok and **SECONDED** by Steve Solomon. The motion **PASSED UNANAIMOUSLY**.
- Meeting room application approval – the Garden on Monday 10/26/26
    - Richard Tutwiler stated that the Garden submitted a meeting room application for their annual volunteer thank you lunch on Monday, 10/26/26 at 10am.
        - A **MOTION TO APPROVE** the use of the meeting room on Monday, 10/26/26 by the Garden at Tracy was made by Steve Solomon and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.
- Sunsetting of Citizens Advisory Committee by Board of Selectman
    - Patty Foose-Bechok shared that the Citizen's Advisory Committee will no longer be meeting due to the Board of Selectman. The direction of the committee has recently gone elsewhere, and it does not generate the same interest. Joanne Palmisano also shared that the towns Bike/Walk Committee has dissolved.

OLD BUSINESS

- None at this time.

DIRECTOR'S REPORT

- Richard Tutwiler gave a presentation for his director's report for both July and August. He gave summary updates:
    - *Youth Department* – the summer program has wrapped up; Summer story times were averaging about 57 patrons per week; 74 youth bingo boards were handed out with 40 completed; 18 teen bingo boards were given out with 10 completed; Ella Lowman youth services seasonal employee returned to school.
    - *Adult Services* – the library completed an auditing process; IT consultant Denis replaced an outdated switch on 7/13; Tool library went live.
    - *Circulation* – summer reading program also wrapped up with 91 bingo boards being handed out and 43 completed
    - *Facilities* – Links heating fixed Mini splits on 7/2 and 7/6; HVAC - air handler and a/c blower system leaking water was contained on 7/14 and fixed on 7/17; emergency systems - fire alarm and emergency lights were inspected on 7/16, some repair work needs to be completed' parking lot and curbs still scheduled to be completed in nearly fall
    - *Community* – the library participated in Hospital Day's - chamber night on 7/30 had 2 new card sign-ups, participated in the parade with a float; Richard attended the Planning Board meeting on Capital Improvement Plan on 8/27 where he presented the 10-year CIP.
    - *Statistics* – for July and August, both visitors and circulation was down likely due to continued parking issues, digital circulation has increased while program attendance has been on par.

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.

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: 1st Wednesday of the month at 5:30pm
- Personnel & Policy Committee: 2nd Tuesday of the month at 6pm
- Board of Trustees: Wednesday, October 21, @5:30pm

OTHER MEETINGS

- Board of Selectmen: Wednesday, October 9 & 23, @5:30pm
- Friends of Tracy Library: Monday, November 9, @4pm
- Garden at Tracy Library: Monday, October 26, @12:30pm
- Citizens Advisory Committee: as needed per agenda

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

ADJOURNMENT 6:38pm

Respectfully Submitted,
Nicole Swanson