TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, October 21, 2026

Present: Tom Carley, Patty Foose-Bechok, Jerry Coogan, Elizabeth Gunby, Eula Kozma, Christie LeBoeuf, Joanne Palmisano, Steve Solomon, Director Richard Tutwiler

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

APPOINTMENTS

- None at this time.

PUBLIC COMMENT

- None at this time.

MEETING MINUTES

- A **MOTION TO APPROVE** the minutes of September 17, 2026, meeting of the Tracy Memorial Board of Trustees was made by Eula Kozma and **SECONDED** by Steve Solomon. The motion **PASSED UNANIMOUSLY**.

ACCEPTANCE OF CASH DONATIONS

- The library received donations for the month of September in the amount of $81.75.
    - A **MOTION TO APPROVE** cash donations was made by Steve Solomon and **SECONDED** by Tom Carley. The motion **PASSED UNANIMOUSLY**

OLD BUSINESS

- Trustee Vacancy
    - Joanne Palmisano stated that there is a board vacancy due to Jen Cross resigning. She sent a follow up email to Ashley Seybold after submitting a letter to the board of selectmen requesting that Christie LeBoeuf be approved and sworn into the position. Joanne also sent a letter to Jen thanking her for her service on behalf of the board members.
    - Joanne shared that there will be 3 trustee vacancies for the upcoming year in March. She encouraged members to reach out to community members who might be interested in running.
- Finance Report and status of proposed Budget FY 2028
    - Tom Carley shared both the balance and profit/loss spreadsheets. The balance sheet shows the 2 new CDs 4- unrestricted and 5- Fyfe. Both are for a year at 4%. Tom stated that the reduced cash balance is $86,000 but just gave Richard a $13,000 check for a disbursement from the TML Trust Fidelity account. The income statement has a surplus of $34,000 due to the Fyfe estate gift. Overall the library is running well.
    - Richard Tutwiler stated that he will be at the budget jamboree on Friday, 10/23 along with Tom Carley. He will present the library's budget that includes a 3.5% COLA adjustment. The budget has a 3.66% increase from the town's appropriation from last year.. Richard will also request a $125,000 disbursement from the TML Fund for interior renovations.
- Fyfe CD Account at Mascoma Bank signers – update

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- Tom Carley stated that the Fyfe CD is all set up and that he, Richard Tutwiler, and Jerry Coogan are all check signers on the account.

NEW 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 was wrapped up. Lego club saw increased participation likely due to the summer reading program of Cody Wells C3brix Lego Camp.
  - *Adult Services* – 2 adult programs, Songs and their Stories had 29 attendees while the Loon program by the Loon Preservation Committee and Ausbon Sargent Land Trust had 59 attendees.
  - *Circulation* – Curious Collections display focused on the 25th anniversary of 9/11 with items from the Swanson Family; Did You Know display focused on Home Delivery.
  - *Facilities* – the curbs continue to be an issue. After multiple attempts of contacting the company and speaking with Sam Clarke, Richard began to look for alternative curbing companies. He reached out to Swensen Granite and JW Curbs. Twin State Paving is ready to go but must wait for the curb installation.
  - *Community* – Richard attended the director's call for the State library on 9/21, attended the Department Heads meeting on 9/24 and attended the Gardens party for outgoing president Judy Odell.
  - *Statistics* – Patron visits are up from last year; circulation has stayed the same; digital services continued to increase; youth programs were down likely due to no late summer programming offerings; adult programming has increased.

COMMITTEE REPORTS

- **Finance:** None at this time.
- **Facilities:** None at this time.
- **Personnel and Policy:** Eula Kozma stated that the committee met on 10/20/26. The committee will begin to work with the Garden on the MOU, address a few policies in the TML Manual, review personnel changes, and floating holidays once the town decides on another possible wage study.
- **Friends of Tracy Library:** Patty Foose-Bechok stated that she will attend their next meeting on 11/9/26.
- **Garden at Tracy Library:** None at this time.

OPEN DISCUSSION

- Joanne Palmisano proposed omitting the trustee meeting for 12/16/26. The library is stable and unless there is a budget issue or an emergency there should be no new business. Board members agreed and will make a final decision at next month's meeting.

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)

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UPCOMING LIBRARY BOARD OF TRUSTEES MEETINGS

- Facilities Committee: November 4, 2026 @4:30pm
- Personnel & Policy Committee: November 10, 2026 @6pm
- Board of Trustees: November 18, 2026 @5:30pm

OTHER MEETINGS

- Board of Selectmen: As noted in Town of New London calendar
- Friends of Tracy Library: November 9, 2026 @4pm
- Garden at Tracy Library: November 12, 2026 12pm

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

ADJOURNMENT 6:15pm

Respectfully Submitted,
Nicole Swanson

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