

TRACY MEMORIAL LIBRARY POLICY AND PERSONNEL COMMITTEE MEETING MINUTES

Wednesday, August 31, 2022 at 4:30 pm

The meeting began at 4:35 PM.

In attendance were Crystal Schimpf, Eula Kozma, Joanne Palmisano and Sherry Williams

Discussion of Proposed Revisions to the Use of the New Hampshire Room Policy

- Crystal walked the committee through her proposed changes to the policy and provided background information for the changes. The proposed changes clarify that the room is available to the public for research or quiet study during library hours, and that it may not be reserved or used for meetings or gatherings. The Committee recommends that the Board adopt the revisions and update the policy manual.

Discussion of Proposed Removal of the Guidelines for Tutoring Policy

- Crystal and Eula provided background information on the evolution of the tutoring policy and explained why the policy is unnecessary. The Committee agrees with Crystal that it is neither necessary nor appropriate to have behavior policies that target specific groups of users. The *Patron Behavior Policy and Procedure* policy and policies that govern use of the meeting room and New Hampshire room provide sufficient guidance for all library users. The Committee recommends that the Board vote to remove the policy from the *Tracy Memorial Library Policy Manual*.

The Committee also recommends that gaps left in policy manual pagination because of policy removals be covered by pages labeled *This Page Intentionally Left Blank*.

Joanne will email the proposed policy changes to Board members a few days before the September Board meeting and ask them to be prepared to discuss the changes at the meeting.

Discussion of FY2024 Personnel Budget Proposals

- Crystal presented five personnel budget scenarios. Each highlighted the impact of proposed wage and benefit increases or decreases on library services, and the ability of the Library to recruit and retain qualified staff. She explained that final figures are not yet available for the new Assistant Director's (A.D.) salary or benefits selection. The proposed budgets use figures in the middle of the A.D. wage and benefit range for planning purposes. Crystal recommends adoption of scenario *V1* which proposes a 10.7% (\$48,962.76) increase over the FY2023 budget.

Two new categories are being added to the budget to help the Library to plan for and track expenses. *Vacation Payout* covers buyout of unused leave when an employee leaves the

library. *Health Deductible* sets aside funds to provide limited deductible coverage for full-time employees' medical expenses (a benefit offered to all Town employees.)

The Committee recommends that the Board adopt budget scenario *V1*.

The meeting adjourned at 5:25