

TRACY MEMORIAL LIBRARY POLICY AND PERSONNEL COMMITTEE MEETING MINUTES

Wednesday, September 28, 2022 at 4:30 pm

Sherry Williams called the meeting to order at 4:40 p.m.

Present: Crystal Schimpf, Eula Kozma, Joanne Palmisano and Sherry Williams

MEETING MINUTES

A **MOTION TO APPROVE** the minutes of the August 31, 2022 meeting of the Tracy Memorial Library Policy and Personnel Committee was made by Eula Kozma. Joanne Palmisano **SECONDED** the motion. The motion **PASSED** unanimously.

Discussion of the status of the TML Policy Manual revisions

- Sherry reported on the status of the policy review and update process and showed how progress is tracked using the *TML Policy Groups: Review Priorities and Frequency* spreadsheet.

Discussion of the two proposed policy updates targeted for Board adoption in October

- Crystal proposed a minor grammatical correction to a phrase in the TML mission statement. During the strategic planning process, the entire mission statement will be reviewed for possible updates, but until then, the suggested rewording will more succinctly communicate a key concept. The **P&P committee recommends** that the Board adopt the change from "...providing access to *a diversity of ideas*" to "...providing access to *diverse ideas*..."
- Crystal and her staff developed a statement of core values that they now use to guide their work at the library. Crystal suggests that the Board adopt the *TML Core Values* statement and append it to the page on which the mission statement appears. The statements are complementary. The **P&P committee recommends** that the Board adopt the *Core Values* statement and include it in the *TML Policy Manual* on the *Mission Statement* page.
- Crystal proposed minor changes to the TML objectives statement. As currently written, it is a statement of purpose rather than a list of library objectives. She suggested changing the title from *Objectives* to *Purpose Statement* and *objective* to *purpose* in the statement's first line. A formatting correction is also needed. The **P&P committee recommends** that the Board adopt these changes.

Review copies of proposed updates will be distributed to Board members a few days before the October meeting.

Discussion of drafts of four policy updates targeted for Board adoption in November

- Crystal asked P&P Committee members to provide feedback on her working drafts of four policy updates: *Registration of Borrowers: Resident*, *Registration of Borrowers: Non-resident*, *Use of Library Materials and Services*, and *Confidentiality of Library Records*. She distributed markups and discussion followed. Committee members asked questions and made suggestions.

Next step – Crystal will do follow-up research on questions raised by the committee and prepare a second draft of the policies for review during the October P&P committee meeting.

ADJOURNMENT

A **MOTION TO ADJOURN** was made by Joanne Palmisano. Eula Kozma **SECONDED** the motion. The motion passed **UNANIMOUSLY**.

The meeting adjourned at 5:36 p.m.