

**TRACY MEMORIAL LIBRARY POLICY AND PERSONNEL COMMITTEE  
MEETING MINUTES**

**Wednesday, October 26, 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 September 28, 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 recapped the plan for the next group of policy updates. She will update and email the tracking spreadsheet to committee members by Friday, October 28.

**Discussion of the five proposed policy updates targeted for Board adoption in November**

Crystal presented her updated drafts of *Registration of Borrowers: Resident*, *Registration of Borrowers: Non-resident*, *Use of Library Materials and Services*, *Confidentiality of Library Records*, and *Unscheduled Closure Policy*. Updates reflect input provided by the P&P Committee at their October meeting and by Assistant Director Justin Levesque.

- Committee members noted that the updates are appropriate and well-written. They suggested minor edits for each policy that will help to clarify policy intent.
- After discussion, the committee agreed to recommend four policies, as revised in the meeting, for adoption at the November Board meeting. Discussion of the fifth policy (*Confidentiality of Library Records*) will continue at the November committee meeting.
- The **P&P committee recommends** that the Board adopt the following updated policies: *Registration of Borrowers: Resident*; *Registration of Borrowers: Non-resident*; *Use of Library Materials and Services*; and *Unscheduled Closure Policy*.

Review copies of the current policy text and the proposed updates will be distributed to Board members a few days before the November Board meeting.

**ADJOURNMENT**

**The meeting adjourned at 5:32 p.m.**