

**TRACY MEMORIAL LIBRARY POLICY AND PERSONNEL COMMITTEE
MEETING MINUTES
Thursday, February 2, 2023**

Sherry Williams called the meeting to order at 4:35 PM.

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

MEETING MINUTES

A **MOTION TO APPROVE** the minutes of the November 30, 2023 meeting of the Tracy Memorial Library Policy and Personnel Committee was made by Joanne Palmisano. Eula Kozma **SECONDED** the motion. The motion **PASSED** unanimously.

Discussion of the TOWN OF NEW LONDON ORDINANCE ON PUBLIC CONSUMPTION OF ALCOHOLIC BEVERAGE USE ON TOWN PROPERTY [Currently in Appendix III of the TML Policy Manual].

Sherry Williams shared information from Kim Hallquist, Town Administrator, on the issue of the authority of the Library Trustees to allow, or not allow, alcohol on library property, regardless of the what the Selectman have as a policy for town property. Kim shared that a prior discussion of this policy between herself and Sandra Licks in 2017 took place but there is no written documentation on the final outcome of this matter.

Kim provided that the law provides:

41:11-a Town Property. -

1. The selectman shall have authority to manage all real property owned by the town and to regulate its use, **unless such management and regulation is delegated to other public officers by vote of the town, or is governed by other statutes**, including but not limited to RSA 31:112, RSA 35-B, RSA 36-A:4, and **RSA 202-A:6**.

Given that the final authority on who shall approve the use of alcoholic beverages on TML property is unclear or somewhat ambiguous, the committee elected to recommend to the full Board of Trustees that TML continue to adhere to the process as described in the Town of New London ordinance on this issue until such a time that clarification of final authority is achieved.

Discussion of Priorities and Goals for 2023

Sherry Williams provided a recommendation for a change in timelines for review of policies for **MATERIALS SELECTION** and **USE OF MEETING ROOM**. This was agreed and the new timelines will be reflected on the **TML Policy Updates: Review Priorities and Frequency** spreadsheet.

Discussion of the MOU with The TML Garden and the Friends of the TML

It was noted that the committee agrees that the MOU for the TML Garden should be revised. It was further recommended that the revised MOU be signed by the TML Board of Trustee Chair (Eula Kozma), the Director of the TML (Crystal Schimpf), and the Chair of the Board of the TML Garden Committee. This MOU is not a part of policy, but will be kept on file as an important internal document.

It was further noted that an MOU between the TML Library and the Friends of the TML could not be located. Joanne Palmisano, as liaison to the Friends, will reach out to the Friends Chair to see if they have knowledge of such a document. If one cannot be found/does not exist, a new MOU will be drawn up for review and execution.

Discussion of ongoing and new business for 2023.

TML Director, Crystal Schimpf, recommended that the Policy and Personnel committee would work on a TML Personnel Policy Manual that will document current appropriate deviations from the Town of New London Personnel policies that are relative to the smooth operations of the library. The future TML Personnel Policy Manual would also clarify Town of New London Personnel policies that are not applicable to the TML.

Discussion of Strategic Planning for the TML

Director, Crystal Schimpf, shared thoughts on the initiation of a strategic planning process for the TML. Funds have been allotted for consultant guidance to provide the TML Board of Trustees with expertise to understand a strategic planning process/structure, including how best to engage our community for input on how the library can better serve the community. Such input from our community will shape the future library strategic planning process and structure. This initial engagement of a consultant(s) would involve them spending 1-2 days at TML, interviewing the Board, staff, and other appropriate constituents to learn more about our Library for their future guidance on this matter.

The names of two consultant organizations were shared for further evaluation.

- Starr LaTronica. https://www.ala.org/alsc/aboutalsc/governance/starr_latronica
- Library Strategies, which is an arm of the Friends of the St. Paul Public Library. <https://www.librarystrategiesconsulting.org/>

It was agreed more information on these consultant organizations will be shared at the next meeting for discussion of further action.

A **MOTION TO ADJOURN** the meeting was made by Eula Kozma. Joanne Palmisano **SECONDED** the motion. The motion **PASSED** unanimously.

ADJOURNMENT 5:50 PM