

**TRACY MEMORIAL LIBRARY POLICY AND PERSONNEL COMMITTEE  
MEETING MINUTES  
Wednesday, November 30, 2022 at 4:30 pm**

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

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

**MEETING MINUTES**

A **MOTION TO APPROVE** the minutes of the October 26, 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 and Crystal recapped the plan for the next group of policy updates. Following a discussion of policy update priorities and implementation logistics, the committee modified the schedule accordingly. Sherry will update and email the policy tracking spreadsheet to committee members by Friday, December 2, 2022.

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

Crystal presented her updated drafts of *Confidentiality of Library Records*, and *Gifts and Special Collections*.

- *Confidentiality of Library Records*: Crystal walked the committee through changes she made since she presented her first draft at the October committee meeting. Committee members discussed specific changes with Crystal, asked general questions about the confidentiality of library records, and suggested that the first of two closing paragraphs be moved to the beginning of the policy.

Eula Kozma **MOVED TO RECOMMEND** the presentation of the updated policy, with the changes decided upon in the meeting, to the full Board in December. Joanne Palmisano **SECONDED** the motion. Review copies of the current policy text and the proposed updates will be distributed to Board members a few days before the December Board meeting.

- *Gifts and Special Collections*: Crystal walked the committee through her edits and comments. After lengthy discussion, the committee decided that further research is needed to clarify the library's legal and administrative authority regarding gifts of real property, personal property, or stock. In addition, the committee suggested that some of the details included in the draft could be removed without diluting the intent of the policy or complicating implementation of the policy. After discussion, the committee tabled the policy to allow time to conduct the necessary research and revisit the policy at a future date.

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

**ADJOURNMENT 5:40 p.m.**