

**TRACY MEMORIAL LIBRARY POLICY AND PERSONNEL COMMITTEE
MEETING MINUTES
Wednesday, February 22, 2023**

Sherry Williams called the meeting to order at 4:37 PM.

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

MEETING MINUTES

A **MOTION TO APPROVE** the minutes of the February 2, 2023 meeting of the Tracy Memorial Library Policy and Personnel Committee was made by Eula Kozma. Sherry Williams **SECONDED** the motion. The motion **PASSED** unanimously.

Old Business: 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].

It was discussed and agreed by the P&P committee to recommend to the Board that the Library's policy will be to follow the process stated in the Town ordinance when there is a request to serve alcohol on Library property. Plans to remove statements from the Tracy Memorial Library Policy Manual that describe a different request process will be updated accordingly as per the schedule of planned policy updates.

Discussion of Memorandum of Understanding for The Friends of TML

The Committee had a preliminary discussion of the draft MOU prepared by Joanne Palmisano and an alternative sample of an MOU by the ALA. Additional materials provided by Crystal to Joanne included a sample MOU from United for Libraries. There was consensus that the MOU format should mirror the format of the draft MOU in preparation for the Garden and include certain clauses that specify closer collaboration between the Library (Director and the Board) and The Friends.

It was agreed that Joanne will work closely with Crystal to finalize content for a preliminary MOU for The Friends in the following two weeks. Additionally, Joanne, as Board liaison to The Friends, will facilitate all steps to finalization, including review by the Board, The Friends as on-site partners, and the final review by the Board of Selectman, in order to realize a final agreed and signed MOU for The Friends in the coming weeks.

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

The Committee discussed the content of the existing MOU for the Garden, including the need to clarify fiscal responsibilities regarding capital improvements (e.g., irrigation system expenses and maintenance, water costs). Crystal will reach out to Sally Dean, Head Gardener, for more discussion and bring that information back to the Committee to further clarify wording regarding this issue in an updated draft MOU. Likewise, it was agreed that content should include a stronger collaboration and communication clause. Eula will reach out to Judy Fox, Board liaison to the Garden, about facilitating the finalization steps for this MOU, as similarly noted as actions for Joanne with the MOU for The Friends. It was also recommended that the Town Attorney review both MOUs before finalization.

Discussion of ongoing and new business for 2023.

Sherry and Crystal noted that work continues on the draft TML Personnel Policy Manual. This new manual will be based on the Town Personnel Policy but omits Town policies not applicable to the Library and adds Library-specific policies. The completion of this work is planned for the end of 2023. PRIMEX will provide consultative HR support.

Discussion of Strategic Planning for the TML

Arrangements were agreed for reaching out to the below consultants, and potentially one additional consultant, by Eula, to gauge what each could offer to the Board as pre-planning support for a future Strategic Plan.

Consultant organizations 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 for discussion of further action.

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

ADJOURNMENT 5:40 PM