

TRACY MEMORIAL LIBRARY POLICY AND PERSONNEL COMMITTEE
MEETING MINUTES
Wednesday, March 29, 2023

Sherry Williams called the meeting to order at 4:30 PM.

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

MEETING MINUTES

A **MOTION TO APPROVE** the minutes of the February 23, 2023 meeting of the Tracy Memorial Library Policy and Personnel Committee was made by Eula Kozma. Joanne Palmisano **SECONDED** the motion. The motion **PASSED** unanimously.

Old Business:

Strategic Plan planning updates and next steps

Prior to the meeting, Eula Kozma shared preliminary proposals provided by three library consulting organizations, as well as notes from her phone conversations with each. Preliminary proposals were provided by each of the following:

- Stephanie Chase, Founding Principal of Constructive Disruption
- Rob Cullin, Managing Principal of ReThinking Libraries
- Alayne Hopkins, Director of Programs and Services, Library Strategies Consulting Group

Each of these preliminary proposals begin to outline potential design structures for conducting research to support a strategic planning process. They include the strengths and expertise of each consulting organization to support this. Full proposals will be requested, including more details on cost of services, references, and examples of strategic plans completed for similar sized libraries with characteristics similar to TML (e.g., small, rural community libraries).

A full evaluation and recommendation of a chosen partner for the strategic planning process will be forthcoming by the P&P committee to the TML Board of Trustees and will be based on these proposals, interviews by Crystal with Directors of Libraries who have utilized these consultants, interviews by a TML Trustee with a Library Trustee who has engaged with these consultants for their library, and any additional information that is deemed supportive (e.g., consultant team constitution). It is anticipated that budgeted monies for these services will be utilized for first phase costs before the end of the fiscal year. This additional research and assessment will progress over the next several weeks in anticipation of a recommendation to the TML Board of Trustees at the May meeting.

Discussion of Memorandum of Understanding for The Friends of TML

Joanne and Crystal met in early March to discuss content for the MOU for The Friends. Final revisions to the MOU based on this meeting are in progress. A final draft will be available before the next P&P committee meeting for further review.

Eula will reach out to Judy O'Dell, President of the Garden, and to Judy Fox, Trustee Garden liaison to discern the status of the revisions made to the existing MOU for The Garden.

Discussion of the *TML Policy Manual* project

It was discussed and agreed that updates to the TML Policies will continue on schedule to complete a full review of all existing policies. The spreadsheet history and roadmap for this exercise will be maintained by the P&P committee, and on the library server. It was further agreed that it is reasonable that once a policy has been reviewed/revised/updated, that the further review/revision/updating ***will occur every three years (on the third anniversary of the policy's last update)***, with the ***exception of the bylaws and the investment policies, which must be reviewed and updated yearly.***

New Business

There was a brief discussion of the rules regarding remote attendance at P&P committee meetings and/or other committee meetings and/or TML Board of Trustee meetings. It was confirmed that there is no legal regulation prohibiting remote attendance if extenuating circumstances may make in-person attendance not possible for some members of these meetings. However, it was noted that accommodations for any member to attend remotely/virtually (e.g., via Zoom or phone) may be challenging due to technological limitations. It was further recognized that because these meetings are public meetings, open to the community, **an in-person Quorum in the room is necessary regardless of whether voting on a measure is to take place.** This topic will be presented at a future Board of Trustee for further discussion.

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

ADJOURNMENT 5:40 PM