

TRACY MEMORIAL LIBRARY POLICY AND PERSONNEL COMMITTEE
MEETING MINUTES
Wednesday, April 26, 2023

Sherry Williams called the meeting to order at 5:01 PM.

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

MEETING MINUTES

A **MOTION TO APPROVE** the minutes of the March 29, 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:

Strategic Plan (SP) consultant proposals discussion, evaluation rubric and next steps

Prior to the meeting, Eula Kozma prepared an evaluation rubric listing elements for consideration and comparison for each library SP consultant organization. The rubric is based on materials submitted in advance consisting of a proposal for a SP scope specific for TML, examples of SP completed for other libraries, and references for completed projects. This rubric was available to each P&P member, including Director Crystal Schimpf, for ranking each element on a scale of 1, 2, or 3 where 3 represented the most positive ranking. A section for comments/overall assessments was available in the rubric. Rankings were returned to Eula who consolidated the rankings and comments. In addition, notes from phone conversations/interviews with library Trustees (Eula conducted) and Directors (Crystal conducted) who have recently worked with each consultancy were available for this discussion.

The P&P Committee assessed proposals provided by three vendors: Constructive Disruption, ReThinking Libraries, and Library Strategies. Each vendor outlined its overall philosophy, its work plan, timeline, and proposed budget. Level of detail varied among the vendors.

After extensive discussion and comparison of the proposals, and reports from Crystal and Eula on their phone calls with vendor references (trustees and library directors), the Committee reached the following consensus:

- Although the budget for RTL would consume all budgeted and approved funding for this work for 2023-2024, the quality of this organization and the value to the first TML Strategic Plan would justify this consultancy as a first choice for partnership in this process.
- Library Strategies is a second choice only if RTL is not available for our Strategic Planning partnership.

Follow up Actions: Eula will reach out to RTL to assess availability for a revised budget (excluding facilities planning and technology assessment elements, which are not part of this first SP). She will also reach out to Library Strategies for an updated budget to include the additional elements discussed by the P&P (additional community engagement and on-site work with staff).

It was agreed that a recommendation for engaging ReThinking Libraries as our first choice will be made to the TML Board of Trustees at the May 17th meeting. Eula will draft the recommendation material.

It was agreed that for future P&P committee meetings the start time will change to 5:00 PM.

New Business

No new business was discussed.

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

ADJOURNMENT 6:59 PM