

TRACY MEMORIAL LIBRARY POLICY AND PERSONNEL COMMITTEE
MEETING MINUTES
Wednesday, May 31, 2023

Eula Kozma called the meeting to order at 3:34 PM.

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

MEETING MINUTES

A **MOTION TO APPROVE** the minutes of the April 26, 2023 meeting of the Tracy Memorial Library Policy and Personnel Committee was made by Sherry Williams. Eula Kozma **SECONDED** the motion. The motion **PASSED** unanimously.

New Business

Assistant Director Vacancy

Crystal gave an update on the Assistant Director vacancy. There has been a strong response to job postings. Several with strong qualifications are undergoing initial screening by Crystal. The hiring process will follow usual procedures. Crystal will direct the process with Beth and Ben as primary support, and with other staff input at the appropriate time. The goal is to have a new Assistant Director in place after Labor Day for onboarding, with flexibility of timing dependent on the need for candidate relocation, if necessary.

Library Director Annual Performance Review

Eula will circulate to the Board an assessment sheet for Crystal, consistent with her current position description. Crystal will submit a written self-assessment. Board assessments will be confidentially submitted to Eula who will anonymously consolidate ratings and comments. As per library policies, the Board of Trustees will be informed of the outcome of their final assessment in a scheduled board meeting. Eula, as Chair of P&P, will conduct a one-on-one performance review with Crystal to share the assessment in the final step of this annual performance review.

Crystal informed the committee that she is presently preparing and conducting annual performance reviews with library staff.

Old Business:

Strategic Plan (SP) Process

A contract for the consultancy of ReThinking Libraries was circulated to the P&P prior to the meeting. At the meeting there was a brief discussion of minor changes and clarifications. Eula will take these few points back to RTL for updating the contract. Steve Solomon has already provided a legal review. An Invoice for the retainer is being generated and will be ready in June.

Friends MOU

Crystal gave an update on her discussion with Kim, Town administrator, regarding the Library and the Town's liability coverage. It was clarified that these policies do not cover The Friends. This will be made clear in the MOU revisions and may require an addendum with an agreement to Hold Harmless the Library and Town for any liabilities should The Friends decide not to carry their own independent Liability Insurance.

Garden MOU

This MOU is still in progress. Crystal gave an update on the Library policies on restricted use of the Garden by the Library, Friends, and Garden. This will also be communicated in the final MOU with the Garden.

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

ADJOURNMENT 4:34 PM