

TRACY MEMORIAL LIBRARY POLICY AND PERSONNEL COMMITTEE
MEETING MINUTES
Wednesday, June 28, 2023

Eula Kozma called the meeting to order at 5:03PM.

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

MEETING MINUTES

A **MOTION TO APPROVE** the minutes of the May 31, 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.

Old Business

Assistant Director Vacancy

Crystal gave an update on the Assistant Director vacancy. Candidate resume reviews are in progress and dates for in-person interviews are being considered for early August. Crystal requested support from the P&P committee for both reviewing potential interview questions and joining a panel of interviewers. All P&P members offered support. Crystal will reach out in the coming weeks.

Strategic Planning Process

A Kick off call with Crystal, Eula and Sherry is scheduled for July 6th. The first invoice has been sent. Further details after the July 6th meeting. Eula has completed her close out communications with the other consultants.

Friends MOU

The Friends MOU is in progress. Crystal will forward emails of her discussion with the Town administrator and finance officer to Joanne to assist in updating the sections pertaining to the Library and the Town Liability coverage, emphasizing it does not extend liability coverage to The Friends. In addition, it may require an addendum with an agreement to Hold Harmless the Library and Town for any liabilities should The Friends determine not to carry their own independent Liability Insurance.

Garden MOU

An update to this MOU is still in progress. The existing MOU stands in place.

There was no new business discussed.

Library Director Annual Performance Review

The Policy and Personnel Committee voted to leave public session and go into non-public session in accordance with RSA 91 A.

Public session reconvened at 6:30 p.m.

A **MOTION TO ADJOURN** the public meeting session was made by Sherry Williams and **SECONDED** by Joanne. The motion **PASSED** unanimously. **ADJOURNMENT 6:35 PM**

Respectfully Submitted
Joanne Palmisano