

**TRACY MEMORIAL LIBRARY POLICY AND PERSONNEL COMMITTEE
MEETING MINUTES
Wednesday, August 30, 2023**

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

Eula Kozma called the meeting to order at 5:05PM.

APPROVAL TO ALLOW COMMITTEE MEMBER TO PARTICIPATE REMOTELY

A **MOTION TO APPROVE** remote attendance by Joanne Palmisano was made by Sherry Williams. Eula Kozma **SECONDED** the motion. The motion **PASSED** unanimously.

Dr. Palmisano was out of state and unable to attend the meeting in person. She joined the meeting via cell phone.

MEETING MINUTES

A **MOTION TO APPROVE** the minutes of the June 28, 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

Library Personnel

A **MOTION TO ENTER NON-PUBLIC SESSION** to discuss a personnel matter was made by Sherry Williams. Eula Kozma **SECONDED** the motion. The motion **PASSED** unanimously at 5:08pm.

PUBLIC SESSION RECONVENED at 5:30pm.

FY2025 Budget Planning

Crystal requested suggestions from the committee regarding personnel budget increases. She told committee members about the budget discussions in the first TML Budget Committee meeting and shared the overall budget increase suggested by the TML Budget Committee. She asked the P&P Committee for their feedback. Bringing forward earlier Board discussions about the need for TML to offer sufficient pay to recruit and retain capable employees, Joanne Palmisano suggested that FY 2025 pay raises be focused on remaining competitive. To clarify the overall wage process in NH government entities Crystal explained the step process, COLA, and the comparison between government and non-government pay scales in general. Crystal also clarified that 100% of the TML personnel budget is covered by the Town appropriation.

Crystal described the method she will use to prepare the draft personnel budget.

Committee members agreed that the percentage increase recommended by the Budget Committee is a good starting place for the draft budget.

OLD BUSINESS

Assistant Director Update

Crystal reported that the new Assistant Director's state date is September 25.

Strategic Planning Update

Crystal briefly reported on the staff's preparations for the community survey and community engagement focus sessions.

Friends MOU

No report.

Garden MOU

No report.

A **MOTION TO ADJOURN** the public meeting session was made by Sherry Williams and **SECONDED** by Joanne Palmisano. The motion **PASSED** unanimously. **ADJOURNMENT 5:56PM**

Respectfully Submitted
Sherry Williams