

TRACY MEMORIAL LIBRARY POLICY AND PERSONNEL COMMITTEE
MEETING MINUTES
Wednesday, September 27, 2023

Eula Kozma called the meeting to order at 5:00 PM.

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

MEETING MINUTES

A **MOTION TO APPROVE** the public meeting minutes of the August 30, 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.

A **MOTION TO APPROVE** the minutes of the non-public session of the P&P on August 30 [motion by Joanne and seconded by Sherry] as well as the minutes of the non-public session of June 28 [motion by Joanne and seconded by Sherry] passed unanimously. It was agreed that both of the meeting minutes would remain unsealed.

New Business

Town of New London Wage Study

Crystal gave an update on the Town of New London Wage Study was adopted by the Town Board of Selectman at the September 14th meeting with plans for implementation in 2024-2025 (post meeting note from Crystal). Crystal prepared two versions of the proposed 2024 budget to discuss with this committee as well as to be presented and discussed by the Finance committee.

- Version 1 based on the results of the Town of New London Wage Study has an overall increase of 24%, taking into account possible changes from the wage study. This budget estimates a 4.5% wage increase (2% COLA + 2.5% Step).
- Version 2 has an overall increase of 8%, which does not incorporate possible changes from the wage study. This budget estimates a 6% increase (3.5% COLA and 2.5% Step).
- Both budgets include the addition of a part time maintenance person and four hours of Board admin assistant, which will largely be funded by shifting funds from other lines in the budget.
- Apart from those two additions, both budgets keep the same FTE as the FY2024 budget for general administration and operations.
- Health and dental insurance increase are just placeholder estimates at this point. I have both set at a 10% estimate. These benefits are given to just four full-time employees.

The P&P committee engaged in a discussion of the implications of the overall increase of funds required to support the additional personnel costs associated with consideration of the Town of New London Wage Study. It was agreed that certain positions of Library personnel, specifically Specialists and Circulation Assistants, were currently salaried at levels that were significantly below comparable pay grade levels for skills and experience designated in the Town of New London Wage Study and that these required adjustments. It was proposed that an additional line item in the current budget designated as wage adjustment could be added that would represent the additional funds required to bring positions into compliance with the wage categories represented in the report if adopted by the Town. The

Finance committee will make a judgement on the best approach for presenting the new budget to the Town this October.

Old Business:

Strategic Plan (SP) Process

The Library SP team and ReThinking Libraries Consultants are making good progress on the community engagement phase. A soft launch of the Community Survey is planned with anticipation of a full launch to relevant community partners and stakeholders between October 16 and December 1. The survey will be an online survey with multiple-choice and free text responses. A comprehensive Marketing Plan to advertise the Community Survey to encourage participation is in place involving The Shopper, Social Media, Emails, and signage with QR codes. Community Focus Sessions are planned for 11/13-11/15 including daytime and evening in-person hours as well as a Zoom remote session to ensure that all participants have a convenient way to provide input. The TML Board of Trustees will have their own focus session (TBD).

Friends MOU and Garden MOU

No new updates.

A **MOTION TO ADJOURN** the meeting was made by Sherry Williams. Joanne **SECONDED** the motion. The motion **PASSED** unanimously. **ADJOURNMENT 6:08 PM.**