

TRACY MEMORIAL LIBRARY POLICY AND PERSONNEL COMMITTEE
MEETING MINUTES
Wednesday, October 25, 2023

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

Present: Crystal Schimpf, Eula Kozma, Joanne Palmisano and Sherry Williams. Steve Solomon joined the meeting for the Wage Study discussion.

MEETING MINUTES

A **MOTION TO APPROVE** the public meeting minutes of the September 27, 2023 meeting of the Tracy Memorial Library Policy and Personnel Committee was made by Sherry Williams. Joanne Palmisano **SECONDED** the motion. The motion **PASSED** unanimously.

New Business

Trustee Self-Evaluation

This topic was discussed at the recent Board of Trustee meeting with request for P&P to make a recommendation. Brief discussion that although an excellent practice worthy of future consideration, the timing for this exercise should await (1) the completion of the Strategic Plan, and (2) involvement of the next fully elected board after at least one year of service given the projected turn-over in 2024. It was agreed that a Board exercise of assessment of accomplishments and a look ahead, in February 2024 would be of value.

Seasonal Part Time Snow Removal Position

Crystal gave a brief update on plans to obtain part-time, contracted snow removal help to clear walkways and emergency exists this winter. Ads will be placed in the Shopper.

Old Business

Wages and Wage Study Discussion

The P&P committee reviewed the current pay grade scales provided by Crystal. The P&P members and Steve Solomon discussed whether to pursue a separate Wage Study to guide future personnel salary planning or have the Board independently gather information to inform on wage scales for future budget planning. Crystal informed that the last wage study conducted by an independent consultant was available and she would circulate that document. She provided that MRI (Municipal Resources Incorporated MRIgov.com) the agency that conducted the recent Town wage study, was highly regarded as an independent consultant in such matters. Members present discussed the value of having more information to guide the development of a step grade salary scale for each library position. There was discussion of engaging MRI for a future library wage study dependent on cost and timing. Committee will contact MRI to gauge cost and future availability. It was agreed that before any wage study, library personnel position descriptions should be finalized and approved by the Board. Discussion on this topic will continue pending further information.

Strategic Planning Process

A full update is provided in the recent Board Minutes. The Survey has launched and collaboration with RTL is going well.

Revisiting Policy Update Plan

It was discussed that the Policy update plan could be focused on updating necessary or new policies on an as needed basis, rather than undertaking a full scheduled update of all policies. Current new/revised policies that are under review and will be executed in a timely manner are (1) change to the bylaws regarding the allowance of remote attendance at Board of Trustee Meetings, and (2) Policies governing the Investment Committee.

Friends MOU and Garden MOU

Eula gave an update on her initial discussion with members of the Garden board to revise the existing MOU with the Garden, this included cost responsibilities, revising the Garden schematic plan, and revision of naming conventions. MOU is in progress.

Joanne asked for a schedule to complete the process for the draft to final MOU with the Friends. It was agreed that Crystal will provide Joanne with final comments on the draft MOU by December. Joanne will then open discussions with the Friends Board for their review and comments, working towards a final approved MOU by both parties (TML BoT and Friends) by end of February 2024.

A **MOTION TO ADJOURN** the meeting was made by Sherry Williams. Eula **SECONDED** the motion. The motion **PASSED** unanimously. **ADJOURNMENT 6:03 PM.**

UPCOMING MEETINGS

Next meeting: November 29, 2023 at 5:00 PM