

**TRACY MEMORIAL LIBRARY POLICY AND PERSONNEL COMMITTEE  
MEETING MINUTES  
Wednesday, November 29, 2023**

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

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

Also attending:

Board of Trustee members: Tom Carley, Steve Solomon

Library staff managers: Matthew Gunby, Ben Cote, Beth Conduct, Bill Bastille

**MEETING MINUTES**

A **MOTION TO APPROVE** the public meeting minutes of October 25, and non-public session minutes of November 8, 2023 of the Tracy Memorial Library Policy and Personnel Committee was made by Sherry Williams. Joanne Palmisano **SECONDED** the motion. Both motions **PASSED** unanimously.

**Old Business**

**Remote Attendance Policy**

The committee discussed and agreed on the language proposal for amending the Bylaws to allow remote attendance. This addition to the Bylaws will be presented to the Board of Trustees at the next meeting, and if approved will be incorporated into the Bylaws under ARTICLE VII: MEETINGS.

The new section language proposed is as follows:

*Section 7: Other than in person attendance by a Trustee pursuant to NH RSA 91-A:2 (III)(A)(2) when not reasonably practical shall be permitted as follows:*

*A. When possible, the Trustee wishing to participate other than in person shall notify the Chair at least three (3) business days in advance of the meeting and advise the Chair of the reason(s) why the Trustee cannot attend in person.*

*B. A given Trustee's absence shall be deemed reasonably impractical and legitimate for the following reasons, which shall include but not limited to work, medical, care for a family member, weather, travel disruption, or such other reason(s) that the Chair determines makes attendance reasonably impractical.*

**Wages and Wage Study Discussion**

The committee discussed the proposed revised Library budget sent to the Board of Selectman regarding the additional line item of \$45,000 for personnel wage adjustment. Reference was made to documents circulated and reviewed with proposed wage adjustments based on Crystal's assessment of the Town Wage Study. [Post meeting note: The Board of Selectman approved the revised library budget at their meeting on 11/30/23. The budget will now go to the Budget Committee for further review and action.]

The specific Library Wage Study commissioned in 2016 was located and circulated just before this meeting. This wage study, conducted by Thorton and Associates, had as its objective to "develop a Pay Plan that is equitable to both the employees and to the Tracy Memorial Library." The report dated November 7, 2016 (37 pages) was comprehensive and used similar area libraries as reference points. The P&P committee and guest Trustees agreed that additional time was needed to review this report and make an assessment, taking into consideration the changes in compensation since 2017 and an

understanding based on review of TML library BoT meeting minutes since 2017 if the recommendations of this Plan were ever implemented.

Eula communicated that she reached out to MRI consultants, the authors of the recent Town Wage Study, and learned that they could do a specific library update for a fee if desired.

A fuller discussion of library wages for library personnel will be take place pending review and discussion of this new information.

### **Strategic Plan (SP) Process**

The Library SP team and ReThinking Libraries Consultants are making good progress on the community engagement phase. All Focus Groups will have been completed and responses to the online survey and paper-copy survey are being collated for review. The communication that the Director will be transitioning out of her position early January was made to RTL. RTL will compose a report prior to Crystal's departure then pause activities related to the Strategic Planning Retreat and Implementation phase until a new Director is in place and can engage. Implications on the budget allocation for RTL services in this fiscal year will be discussed. The majority of activities excluding the retreat and implication plan will have been completed prior to Crystal's departure.

### **NEW BUSINESS**

#### **New Director Committee and Search Discussion**

Preparations for beginning a search for a new Director were discussed. It was agreed that this should commence after the Holiday season and that a member of the P&P committee in addition to at least 2 members of the Board of Trustees should be engaged. The question of engaging a consultant to help triage candidates for a regional vs. national search was discussed. Further discussion will continue to work out logistic details in preparation for this search.

#### **Communication and Strategy Discussion for our time w/o a Director**

All members of the Library Staff attending voiced their concerns regarding the anticipated significant period of time without an Interim Director while a search is conducted and a new Director is in place. The new Assistant Director was clear on offering his full support but candid that his very short time with the Library precluded his confidence of taking on an Interim role with all responsibilities during the transition period. Scheduling, PTO requests, ordering of office supplies and books, and many other regular duties are already handled by the library mangers. The Trustees fully agreed with all the managers that their current work and managerial responsibilities take precedent and promised BoT support and availability for any and all concerns pertaining the smooth function of the library during the absence of a Director.

The BoT has already put in place weekly meetings with the staff and Financial committee member Tom Carley to address budget projections, and for any facilities issues that arise Steve Solomon will address these. Sherry Williams as Board Chair will be the clearing house for these communications with the staff. For Human Resource issues which require confidentiality, Sherry will reach out to Lynn Lewis, HR coordinator for the Town, for additional support in the transition phase. It was discussed that BoT members could be more present in the library during the transition, learning more about the operations and providing support to staff.

There will be further discussion of need for an Interim Director at the upcoming P&P and BoT meetings. Resources for this were discussed briefly and will be followed up by P&P members.

#### UPCOMING MEETINGS

Next meeting: December 21, 2023, at 5:00 p.m.

#### ADJOURNMENT

A **MOTION TO ADJOURN** the meeting was made by Sherry Williams. Joanne **SECONDED** the motion. The motion **PASSED** unanimously. **ADJOURNMENT 6:26 PM.**