

TRACY MEMORIAL LIBRARY POLICY AND PERSONNEL COMMITTEE
MEETING MINUTES
Wednesday, December 20, 2023, 3:45 p.m.

Eula Kozma called the meeting to order at 3:49 PM.

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

Library staff: Ben Cote, Beth Conduct, Bill Bastille

MEETING MINUTES

A **MOTION TO APPROVE** the public meeting minutes of November 29, 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

Wages and 2017 Wage Study

Joanne reported that she had reviewed the 2016 through 2020 TML Board minutes to find information about Board actions related to the 2017 TML wage study. While specific details were not included in the minutes, Joanne was able to confirm that the board followed through on its intention to address implementation of the wage recommendations made by MRI in the 2017 wage study. Committee members agreed that this confirmation is important as plans are made for a possible updated MRI wage study.

Crystal researched COLA increases and sent the information to Tom Carley, as he had requested. She stated that COLA details were not included in the FY2019 wage spreadsheet.

Eula stated that TML wages were not tracked in a reference chart until Crystal became director and initiated the practice. She asked Crystal to share the COLA information with the board. No further action needed by the P&P Committee.

Strategic Plan (SP) Process

Eula reported that RTL will deliver a preliminary report to Crystal before her departure on January 5. This will allow Crystal to review the report and offer her input. After the report is delivered, the strategic planning project, including the strategic planning retreat, will be on hold until a new library director is on board.

Eula said that members of the Garden at Tracy Library Board expressed an interest in being involved in the strategic planning retreat. She has acknowledged their interest and will plan accordingly when the time comes.

New Director Committee and Search Discussion

Eula led the discussion about structuring the Search Committee. The committee's consensus is to name Eula, Jerry Coogan, and Sherry Williams to the committee. Joanne Palmisano will be included in Search Committee discussions and will replace Sherry as a committee member when she goes off the board in March 2024.

The P&P Committee will develop a timeline for posting the position and prepare recommendations for a search duration. Eula is working on reformatting the Director Job description to improve readability and make it easier for candidates to understand the scope and job responsibilities. Details to be discussed in the next P&P meeting.

Committee members will recommend to the board that the board conduct the director search, launch the search in late January 2024, and target position advertising to reach potential candidates in the New England region. If an insufficient number of qualified candidates apply within a period to be defined by the board, the board may want to consider hiring a search firm to assist with the search.

Interim Director Process/Search

The P&P Committee is exploring the option of hiring an interim director for six months. To be discussed in non-public session.

NONPUBLIC SESSION

MOTION TO ENTER NON-PUBLIC SESSION to discuss potential interim director candidates was made by Sherry Williams. Joanne Palmisano **SECONDED** the motion. The motion **PASSED** unanimously at 4:17 p.m.

PUBLIC SESSION RECONVENED at 4:55.

UPCOMING MEETINGS

Next meeting: January 31, 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** 4:56 PM.

Respectfully submitted,
Sherry Williams