

TRACY MEMORIAL LIBRARY POLICY AND PERSONNEL COMMITTEE
MEETING MINUTES
Wednesday, January 10, 2024

This was a special work meeting to review the Strategic Planning Process, discuss the search for a new Director and to review and prepare a recommendation for an Interim Director.

Present: Trustees Eula Kozma, Joanne Palmisano, Sherry Williams. Beth Condict, Staff, joined the meeting.

MEETING MINUTES

Eula Kozma called the meeting to order at 4:39 PM.

Update on Strategic Plan

Eula provided an update on the Strategic Planning process. RTL circulated a preliminary report to Crystal for comments before her departure on January 4th. A final report incorporating this feedback will be prepared by RTL. It was agreed that this report be shared and reviewed by Trustees and Staff. Ideally, a telephone/Zoom call with RTL to walk through the report findings and recommendations should be organized. The findings may help the search committee for the new Director to focus on key aspects of skills and experience that address recommendations in the report.

Eula will prepare a Q&A regarding the Strategic Planning Process for the Library Website, based on recent responses prepared for a patron.

Search for New Director

A folder with resources has been prepared by Eula and Sherry. The job posting utilized for the last Director Search will be used for postings scheduled for later this month (target date before or by 01/24/2024) with a goal posting duration of 6 weeks (through 03/08/2024). Continuous review of applications by the search committee/P&P committee members is planned. Screening calls will be made to candidates who meet the background requirements. This will be a regional New England and Mid-Atlantic search. Posting sites were selected and plans to enhance these postings with social media, LinkedIn, and Simmons College portal [active school of library science] were discussed. Face to face interviews will be scheduled with the final 3-4 candidates, ideally mid-April to have an offer available by late Spring (May) and a new Director in place before the end of the fiscal year (June).

It was agreed that Dennis Ferland, Library IT specialist, will be asked to help set up a dedicated TML.org email mailbox to facilitate the search. It was also discussed that trustees would benefit from a dedicated TML.org email address in place of the posting of personal email addresses.

Search for an Interim Director

It was agreed that a recommendation to hire an Interim Director for a period of 6 months will be presented to the full Board of Trustees at the next BoT meeting this month. Eula will modify the Director position description to include only those required responsibilities and duties for an Interim Director.

A qualified candidate for this temporary position has been identified through the NH Library Association.

Guidance on how best to develop a compensation proposal for the candidate (e.g., hourly vs fixed wage and +/- benefits, will be sought from the Town finance officer and general counsel, as well as Primex, the Libraries main insurer. In addition, guidance will be solicited on how best to conduct the necessary background check. Tom Carley, BoT treasurer has assessed the maximum flexibility in the TML budget for this position and shared it with the P&P committee.

The meeting was adjourned at 6:19 PM.

UPCOMING MEETINGS

Next meeting of the P&P committee: January 31 at 5:00 PM