

**TRACY MEMORIAL LIBRARY POLICY AND PERSONNEL COMMITTEE**  
**MEETING MINUTES**  
**Wednesday, January 31, 2024**

**Present:** Trustees Eula Kozma, Joanne Palmisano, Sherry Williams.

**Also present:** Beth Conduct, Circulation Manager

**MEETING MINUTES** Eula Kozma called the meeting to order at 5:00 PM. The draft minutes of the P&P January 10th meeting were reviewed and approved.

**Update on Strategic Plan**

Eula provided selected dates for consideration for the virtual meeting with RTL to review the strategic plan report. Monday, February 26 at 12 Noon EST was accepted and will be communicated to Staff and Trustees with Zoom access details to follow.

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

**Search for New Director**

Ten postings have been completed for the Director position, with a few additional postings in progress. Beth Conduct will also share the posting on the NHAIS web forum for Library personnel in NH. Several applications for the position have been received.

Cover letters and resumes are being reviewed by the P&P committee and Library leadership team. Applicants receive an acknowledgement email.

**Interim Director**

The Interim Director position has been successfully filled with an appropriate candidate. Sherry Williams and Tom Carley will meet with the library leadership team to review those responsibilities and tasks that the new Interim Director will assume, and to discuss the onboarding process.

**New Business**

A request to fund training fees and travel for Erin Garzia to attend two NH library training sessions was discussed. A motion to approve Matthew Gunby's recommendation to support this training was supported unanimously. A request by Erin to reimburse her NHLA membership dues was tabled pending a better understanding of how these dues are paid for all library staff.

The committee also approved the recommendation by Matthew Gunby to pay the shift differential for staff who are scheduled to work evening hours when the library closes early due to inclement weather.

**The meeting was adjourned at 6:19 PM.**

**UPCOMING MEETINGS**

Next meetings of the P&P committee: February 15, 2024 at 5:00 PM (tentative date for work session); February 28, 2024 at 5:00 PM (monthly committee meeting)