

TRACY MEMORIAL LIBRARY POLICY AND PERSONNEL COMMITTEE
DRAFT MEETING MINUTES
Wednesday March 27th, at 5:00 p.m.
Tracy Memorial Library Meeting Room
304 Main Street, New London NH

Present: Trustees: Eula Kozma, Joanne Palmisano, Tom Carley. Staff: Beth Condict
Jen Cross absent due to a conflict

Joanne called the meeting to order at 5:16 PM.

Approval of the minutes: A motion was made by Joanne, and seconded by Eula, to approve the minutes from the February 28th Personal and Policy Committee meeting. The motion carried.

Old Business:

New Director Search Committee Update

- Dates have been selected for the final interviews of the three finalist candidates. These have been communicated to all involved persons. Joanne will work with library staff and candidates to communicate details of their visits. Interviews will consist of a one-hour panel interview with Matthew Gunby, Assistant Director and Ben Cote, Head of Youth Services. A one-hour break with a meet and greet with library staff in the NH room, and a one-hour panel interview with two Trustees. Total 3 hours. Interview days are planned for April 16, April 17 and April 23. Eula will circulate the candidate packet and suggested questions for the interviews.

Interim Director Update

- Beth reported that Laura Abrahamsen is continuing to settle into the job.
- A discussion on the process for staff performance evaluations was discussed since this activity will likely occur during the transition period when the new Director is not yet in place. The Interim Director will be asked for her observations of staff, but it is recognized that due to her short tenure in this role, it is not expected that she would conduct performance evaluations. There was consensus that library managers will be responsible for performance evaluations with their direct reports, and that the Board of Trustee will ask library managers for their performance self-assessments for the year. Joanne will research a self-assessment form that can be reviewed for management staff agreement and use.

MOU Friends and Garden

- Joanne circulated the draft of the revised MOU for the Friends. The final edits were accepted and Joanne will send the document to the President of the Friends for their review and comment.

- Eula mentioned the request from the Garden to have a fundraising raffle at their upcoming event. Joanne will reach out to Kim Hallquist, Town administrator, to ask about any town policy regarding fundraising raffles on town property.

New Business

Wage Reviews/Adjustments

- Tom Carley, Board of Trustee treasurer participated in the discussion of the plans for evaluation of wages/salaries in preparation for the possible adjustments in the 2025 budget.
- A recent spreadsheet with detailed current information of library salaries for libraries in NH is available to guide the process. Joanne will meet with Beth and Matthew to review TML position descriptions to align with similar positions in the other NH libraries.
- Tom and Joanne will work to create a TML spreadsheet with the appropriate information for the wage review/adjustment exercise.
- The next P&P meeting on April 24 will be devoted to this discussion and will be Trustee P&P members and Tom Carley only to preserve anonymity and confidentiality of salary information of staff.

Adjourn. A motion was made by Joanne, and seconded by Eula, to adjourn the meeting. The motion carried and the meeting was adjourned at 6:25pm.

Next meeting: April 24, 2024 at 5 PM.