

TRACY MEMORIAL LIBRARY POLICY AND PERSONNEL COMMITTEE
MEETING MINUTES

Wednesday, May 29th, at 5:00 p.m.
Tracy Memorial Library Meeting Room
304 Main Street, New London NH

Present: Trustees: Eula Kozma, Joanne Palmisano, Tom Carley. Library Staff: Matthew Gunby and Beth Condict

Absent: Jen Cross

Joanne called the meeting to order at 5:05 PM.

APPROVE THE MEETING MINUTES

- A motion to approve the meeting minutes of May 2, 2024 was unanimous.

Public Session

OLD BUSINESS

- Wage and Salary Adjustments
 - Matthew Gunby joined the meeting and he and Beth Condict provided information on current staff levels and hourly pay, anticipated changes in staff levels due to shifts in additional responsibilities and hours. This information was requested for the discussion in the non-public session of this meeting.
- **MOU Friends** –
 - Joanne gave an update that the Friends has obtained insurance coverage and that the MOU in draft can now be finalized. An additional consideration was brought to Joanne's attention by Erin Garzia. The library has a general policy of not advertising events for other organizations. While organizations are welcome to put a sign up on the Community Board, the Library doesn't put up signage at the circ desk or in other locations. There are some exceptions, and this policy of avoiding cross-promotion has varied with staff turnover. A practical example of what cross promotion can look like played out at the library this month. The Friends had a speaker coming at the end of May about country estates (and the Fells). The Friends asked the library if they would like to collaborate either with a related book display or display case. The Fells was interested in using the display case. The library used the table next to the display case to promote the Museum Pass for the Fells and cross-promote the Friends speaker event.
 - It was Erin's suggestion that it would make sense to have a statement in the MOU that keeps the door open to, but doesn't guarantee cross-promotion. In this way, library staff and the Friends can work together to determine the extent of collaboration on each event. Joanne has forwarded this recommendation to the Friends for consideration of additional language in the MOU. Joanne will update the committee when a new version of the MOU is available. It is anticipated that

the Friends will ask Michael Wood, Attorney in town to review the final MOU before signatures. The goal is to complete this soon.

- **Nomination of the Garden at Tracy Library for NHLTA Award**
 - Joanne has obtained the materials of the creation of the Garden and the Garden organization from Judy O'Dell and will work on the application. Gerry Coogan will support this effort with gathering supportive statements from patrons. The application deadline is July 12th.
- **Alternate Trustee**
 - Emma Phipps has accepted to become an Alternate Trustee. A Board recommendation will be sought and a request for Board of Selectman approval is pending.
- **Update on Strategic Planning**
 - Eula has notified RTL that a new director has been hired, due to start around July 1st. A recommendation for the Strategic Planning retreat in late October/early November was made and RTL will offer some dates for consideration.

A motion to adjourn the public session of this meeting at 5:35 PM was made by Joanne and seconded by Tom Carley. The Motion passed.

A MOTION to enter nonpublic session made by Joanne Palmisano **SECONDED** by Eula Kozma.

Specific statutory reason cited as foundation for the nonpublic session:

RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

The non-public session of this meeting was adjourned at 6:10PM. The Motion was made by Joanne Palmisano and seconded by Tom Carley. The Motion passed.