

TRACY MEMORIAL LIBRARY POLICY AND PERSONNEL COMMITTEE
DRAFT MEETING MINUTES
Wednesday April 24th, at 5:00 p.m.
Tracy Memorial Library Meeting Room
304 Main Street, New London NH

Present: Trustees: Eula Kozma, Joanne Palmisano, Tom Carley. Steve Solomon, Jen Cross
Staff: Beth Condict, Matthew Gunby, Ben Cote

Joanne called the meeting to order at 5:00 PM.

Approval of the minutes: A motion was made by Eula, and seconded by Jen to approve the minutes from the March 27th Personal and Policy Committee meeting. The motion carried.

Old Business:

MOU Friends of Tracy Memorial Library (FOTML)

- Joanne presented a copy of the MOU for FOTML that was edited with changes by the Friends on their review. It was agreed that the majority of changes were acceptable and that Joanne will communicate with FOTML to address a few comments in the draft for further resolution. [Post meeting note: Joanne will reach out to Kim Holquist to address the question of general insurance coverage for events sponsored by FOTML for patrons of the TML held on library grounds.] A final draft for signature by Chair BoT (Eula) and FOTML President should be ready in the next final weeks.

Wage Reviews/Adjustments

- Library managers Beth Condict, Matthew Gunby and Ben Cote participated in a discussion of the ongoing evaluation of data in support of discerning any necessary wage/salary adjustments for some staff as planned for in the 2024 proposed budget. It was discussed that some adjustments may be addressed with anticipated promotions in level related to performance/skills at end of year assessments.
- Further review of staff salary ranges and levels is ongoing and will require a phased approach in order to remain within the current planned budget appropriations for personnel expenses.

The public session of the TML P&P meeting was adjourned at 5:30 PM. A motion to adjourn was made by Joanne, seconded by Eula. The motion passed.

At 5:31 PM the Trustees in this meeting voted to enter Non-Public session to discuss the assessment of candidates for the Director position upon completion of interviews this week. The motion was presented by Joanne, seconded by Eula. Steve, Tom and Jen additionally approved the motion and it was passed.

The Non-Public session was held from 5:31-6:35 PM to review all interviewers' feedback on the three candidates for Director, including responses to the rating and ranking forms submitted anonymously to the Search Committee.

After discussion it was agreed that a special meeting of the Board of Trustees would be called for Thursday, May 2, from 6:00-7:00 PM for the Search Committee to make a recommendation to the Board for the presentation of an offer to the finalist candidate for Director.

Adjourn. A motion was made by Joanne, and approved by Steve, and seconded by Tom to adjourn the meeting. The motion carried and the meeting was adjourned at 6:35pm.