

TRACY MEMORIAL LIBRARY POLICY AND PERSONNEL COMMITTEE
MEETING MINUTES

Thursday, October 24, 2024 at 6 PM
Tracy Memorial Library Meeting Room
304 Main Street, New London NH

Present: Trustees: Eula Kozma, Joanne Palmisano. Library Staff: Beth Condict and Richard Tutwiler.
Absent: Jen Cross and Emma Phipps
Joanne called the meeting to order at 6:05 PM.

OLD BUSINESS

- The committee reviewed and approved the meeting minutes for the P&P committee for 9/25. Motion to approve by Eula, Seconded by Joanne.
- The committee agreed that going forward, P&P meetings would be the second Thursday of the month at 6 PM to better accommodate the schedules of members who need to arrive after their workday.

NEW BUSINESS

- Richard noted that the proposed Library budget, including personnel wages and benefits adjustments for 2025-2026 fiscal year was approved by the library Board of Trustees at the October 9th meeting. This budget has been submitted to the Town's budget committee and will be reviewed at their meeting on October 25th. Both Richard and Tom Carley, Treasurer will be in attendance to address any questions. Richard noted that preliminary estimate of the increase in costs of benefits for the town is expected to be 4.2%. Richard and Tom are prepared to discuss the reasons the library budget proposal excludes the use of reserve funds, which Richard noted were significantly reduced as the library in past budgets has used those funds to close gaps. The Board of Trustees unanimously agreed that the use of reserve funds should be avoided in calculating the proposed budget for the library.
- Richard and Beth gave an update on the candidates who have applied for the open position vacated by Erin Garzia. Several candidates with minimum required skills have applied and will be interviewed in the coming weeks. The hope is to have a candidate with some collection development expertise. This is a part time Specialist I level position reporting to both Beth (for circulation responsibilities) and Matthew/Richard for collection development responsibilities.
- The committee members and staff agreed that the Strategic Planning Retreat held on October 21-22 with ReThinkingLibraries (RTL) consultants, Rob and Janet, was a success. In attendance were several leaders of our community partners, including Center for the Arts, The Chapin Senior Center, The Outing Club, Sunapee Chamber of Commerce, The New London Barn Playhouse, the new librarian at Colby-Sawyer College, the new Superintendent of the Kearsarge Regional School District, the Garden at Tracy Library and the Friends of Tracy Memorial Library, Town Administrator Kim Halquist and Janet Kidder, Board of Selectman. All Staff Leadership, several staff members and some Trustees, and library volunteers and patrons also were present either on one or both days. The group worked on

developing elements of a new Mission, Vision and Core Values statement, as well as prioritizing improvements that were highlighted in the many focus groups conducted earlier in the year, as well as the results of the community online survey. RTL will work with library leadership to deliver a proposed strategic plan for implementation over 12 months and 5 years.

ADJOURNMENT

- Eula made a motion to adjourn the meeting at 7:05 PM. The motion was seconded by Joanne. All were in favor.
- **Next Meeting:** The next meeting will be Thursday, December 12th at 6 PM. There will be no meeting in November.