

TRACY MEMORIAL LIBRARY POLICY AND PERSONNEL COMMITTEE  
MEETING MINUTES

Thursday, December 19th, at 5:45 p.m.  
Tracy Memorial Library  
304 Main Street, New London NH

Present: Trustees: Eula Kozma, Joanne Palmisano. Library Staff: Beth Condict and Richard Tutwiler.

Absent: Jen Cross

Joanne called the meeting to order at 5:45 PM.

#### OLD BUSINESS

- The committee reviewed and approved the meeting minutes for the P&P committee for October 24th. Motion to approve by Eula, Seconded by Joanne.
- Plans to have the P&P committee meet on the SECOND Thursday of the month at 6 PM were agreed. This provides P&P the opportunity to prepare any recommendations or updates for the Board of Trustee meeting taking place on the THIRD Wednesday of the month.
- There was a brief discussion on the RTL post-retreat summary received Thanksgiving week. Richard reviewed the highlights of RTL recommendations for a MISSION, VISION, and Core Values statements reflecting the outcome of the Strategic Planning Retreat held in October. Richard summarized his discussion with Library Staff and his management team on the content of these proposals. Additional thoughts were shared. Richard and the team will continue to refine their thoughts and prepare feedback to RTL. Any changes to be made in the MISSION, VISION and Core Values will be further discussed with the RTL, the Staff and the BoT, and necessary edits to the Policy and Procedure Manual will be an action for this committee in the near future.

#### NEW BUSINESS

- Beth, Manager of Circulation Services, and Richard, Director, provided an update on personnel. The new hire for Collections Specialist (Rusty Baldwin) has started and is doing well.
- Budgets are currently being discussed by the Town. Richard and Tom Carly are covering these activities, including attending meetings of the Budget committee to address any questions.
- Interviews for a new book keeper are ongoing. There are two candidates with required skills being interviewed by Richard and Tom Carly.

#### ADJOURNMENT

- Eula made a motion to adjourn the meeting at 6:50 PM. The motion was seconded by Joanne. All were in favor.

**Next Meeting:** The next meeting will be Thursday, January 14<sup>th</sup> at 6 PM. (Subject to change dependent on a necessary quorum of two members out of three as Joanne is traveling and will call into the meeting.)