

TRACY MEMORIAL LIBRARY POLICY AND PERSONNEL COMMITTEE

Meeting Minutes

Thursday, June 11, 2025 at 6:00 p.m.
Tracy Memorial Library Meeting Room
304 Main Street, New London NH

Present:

Trustees: Eula Kozma, Joanne Palmisano, Jen Petty, Patty Foose Bechok

Staff: Richard Tutwiler, Beth Condict

Approval of the Minutes

- A motion was made by Patty Foose Bechok and seconded by Jen Petty to approve the minutes from the April 10th Personnel and Policy Committee Meeting. There was no discussion. All in favor the motion carried.

Update – Strategic Plan implementation progress

- Richard provided an update on the next steps for the implementation phase of the Strategic Planning process.

Policy updates proposed by Richard for future consideration/approach to policy review

- The group had a discussion on the best way to approach policy review. A few items that were discussed included, the annual review and approval vote, the section on collection development, and reviewing our minute/recordkeeping process and policies. The group also had a robust discussion on whether the Trustees should consider a volunteer policy and how best to utilize volunteers. The group started to review the past policy tracking document and decided to revamp the process for year ahead. The group came up with some possibilities for utilizing volunteers and with a few ways to show our continued appreciation for them. The group decided ultimately decided to hold off on having the Trustees work on a policy specific to volunteers at this time.
- The group also reviewed and discussed the draft of the Reconsideration form. Richard is going to inform the Board of Selectmen and Town employees about the RfR form. The P&P Committee will recommend an adoption of the form to the Full Board of Trustees. Richard will work on updating the Reconsideration policy language and we will incorporate this into our plan for 2025-26.

Other Updates

- Updates on relevant NH House or Senate Bills and/or Federal. No critical updates at this time, but there are a few pieces of National and State legislation that we will continue to follow.
- Youth Services Assistant - Reclassing/Altering Job Description to Processing Specialist for Kathy Burnett's position. This change has been made and everything is going smoothly.

There was no further business. A motion was made to adjourn by Jen Cross and seconded by Joanne Palmisano. All in favor, the motion carried. The meeting adjourned at 7:03pm.

Next Meeting: Thursday, August 14, 2025