

TRACY MEMORIAL LIBRARY POLICY AND PERSONNEL COMMITTEE  
MEETING MINUTES

Monday, December 11th, 2025 at 6:00 p.m.

Tracy Memorial Library

304 Main Street, New London NH

Present: Trustees: Eula Kozma, Joanne Palmisano, Jen Cross, Patty Foose-Bechok. Library Staff: Beth Condict and Richard Tutwiler.

Joanne called the meeting to order at 6:02 PM.

#### OLD BUSINESS

- Joanne made a motion to accept the minutes from the October 13, 2025 P&P meeting at 6:05 PM. Patty seconded. The motion passed unanimously.
- Jenn made a motion to accept the minutes from the September 11, 2025 P&P meeting at 6:07 PM. Patty seconded. The motion passed unanimously.

#### NEW BUSINESS

- Richard and Beth discussed how the team was doing in the aftermath of some personnel challenges. Beth reported that the team at the circulation desk were in higher spirits, and that while staffing the desk was a challenge, the overall team dynamic had continued to improve.
- Richard presented a brief overview of HB1214, regarding the governance of public libraries by municipal organizations. A brief discussion followed, with a recommendation to continue discussion with the full Board of Trustees.
- Richard discussed staff appreciation gifts for the Holidays. Eula noted that she would take care of the procurement and logistics.
- Richard noted that their summer intern, Ella Lowman, would be back in Town from her University studies and requested picking up some additional hours. As the team is understaffed, Richard recommended she be brought back on a temporary basis. Richard noted conversations he had with Town Finance suggested the process would be very smooth. The committee agreed that Ella was a great team fit. Eula made a motion to accept the temporary hire of Ella Lowman to the position of Temporary Library Assistant at 6:15 PM. Jenn seconded the motion. The motion passed unanimously.
- Richard shared with the committee that the hiring process for the Part-Time Circulation Assistant was progressing, with the coming Monday (December 15<sup>th</sup>) set to go over job applications. Interest is strong, with over 10 applications for the position.
- The committee voted to enter into a non-public session at 6:18 PM.
- The committee voted to exit non-public session at 6:46 PM.

#### ADJOURNMENT

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

**Next Meeting:** The next meeting will be Thursday, January 15th at 6 PM.