

TRACY MEMORIAL LIBRARY POLICY AND PERSONNEL COMMITTEE
MEETING MINUTES

Thursday, January 15th, 2026 at 6:00 p.m.
Tracy Memorial Library
304 Main Street, New London NH

Present: Trustees: Eula Kozma, Joanne Palmisano, Jen Cross. Library Staff: Richard Tutwiler.
Joanne called the meeting to order at 6:03 PM.

OLD BUSINESS

NEW BUSINESS

- The committee checked in on potential Board of Trustees Alternate Christy LeBeuff to gauge interest. If the individual remained interested, would require a Board of Trustees vote, and a subsequent memo to the Board of Selectmen. Eula noted that she would prepare a memo; Richard stated he would be happy to present to the Board of Selectmen and also get the memo on the library letterhead.
- A detailed discussion on NH House Bill 1214 followed. This bill pertains to how libraries are governed by Trustees. In the proposed Bill, a municipal organization in which the public library is housed would have the ability to convene a public vote to have the governance of the public library transferred from a Board of Trustees to the Board of Selectmen or other elected municipal organization (e.g. Town Council). The Board of Trustees for the Public Library would then become a committee under the Board of Selectmen, and the Library Director would report to the Town or City Administrator.
- The committee went into discussions regarding an annual review of the library policies. Eula noted that she would re-share the policy handbook and larger spreadsheet of policies that need to be updated. Committee members would review the spreadsheet and prepare for discussion at the next meeting of P&P. In particular, the discussion of library laws for personnel should be a priority. A schedule for 1/2/3 years of review of policies should then be determined based on the current age of each individual policy. Richard noted that his next priority will be the creation of an incident report policy, and a set of procedures to disseminate to staff.
- Richard provided an update on hiring to the committee. Richard and the hiring committee selected Meghan Flanagan for the position of Part Time Circulation Assistant. A discussion over the employee's work history and education followed. Richard noted that the employee had a master's degree in library science, which is rare for an applicant to this position. Richard also noted that he would like to create another substitute position to help with the staffing challenges, particularly the evenings and weekends. Joanne motioned to recommend hire of Meghan Flanagan to the full Board of Trustees at 6:31 PM. Jenn seconded the motion. The motion passed unanimously.
- The committee voted to enter into a non-public session at 6:32 PM.
- The committee voted to exit non-public session at 6:47 PM.

ADJOURNMENT

- Joanne made a motion to adjourn the meeting at 6:51 PM. The motion was seconded by Eula. All were in favor.

Next Meeting: The next meeting will be Thursday, March 12th at 6 PM.