

TRACY MEMORIAL LIBRARY POLICY AND PERSONNEL COMMITTEE  
MEETING MINUTES

Thursday, March 12th, 2026 at 6:00 p.m.  
Tracy Memorial Library  
304 Main Street, New London NH

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

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

OLD BUSINESS

- Jen made a motion to accept the minutes of the December 2025 and January 2026 meeting minutes. Patty seconded. The motion passed unanimously.
- Richard reported that Bill had successfully returned to work at the Library and was working through the challenges of returning after so long a time had passed. After his most recent procedure, Bill was feeling significantly better and seemed to be in high spirits. Beth noted that the Circulation Team was thrilled to have Bill back in the fold, and that spirits among the team were the highest she had seen in some time. Furthermore, Meghan Flanagan continued to grow into her role as a new Circulation Assistant, and Don Dogan had accepted the position of Temporary Circulation Assistant.
- A brief discussion on NH House Bill 1214 followed. This bill had been proposed in the NH House and would have changed the way that public libraries are governed by Trustees. The Bill was removed from consideration by the NH House and is no longer being considered.

NEW BUSINESS

- Richard proposed altering the reporting structure for Personnel Evaluations. Currently, the circulation team members have receiving performance reviews from both the Assistant Director and the Circulation Supervisor. Richard feels this approach puts an undue burden on the supervisors, having to conduct so many performance reviews, and makes it challenging to present two sets of evaluations to the employee. Richard proposed moving in the direction of splitting the evaluations among the two supervisors, with the Assistant Director taking on the responsibility of managing the evaluation of the ILL Specialist, Collection Development Specialist, and Cataloging Specialist, and the Circulation Supervisor taking the responsibility of managing the evaluation of the Marketing Specialist, Processing Specialist and Circulation Assistant. A discussion followed about the best practices for ensuring feedback from both supervisors can be incorporated into the performance review, and the level of oversight that the Director has. Richard noted that he was fine to continue to sit in on the reviews, as they provide an opportunity for the employee's being reviewed to ask questions of him and provide feedback. In the future, however, it may be pertinent to have the Director approve the evaluations and then let the governing Supervisor present the evaluation alone. The committee agreed to support separating the evaluations as Richard requested.
- A detailed discussion regarding the Policy Handbook followed. Eula shared the policy handbook and larger spreadsheet of policies that need to be updated. Beth noted a few

items needed to be updated on the Website to reflect past changes (Richard since made the alterations). The committee discussed next priority policy for the library to update, and selected the creation of an incident report policy, and a set of procedures to disseminate to staff. Eula noted that she would look into some options, and then share them with the group for review in advance of the next committee meeting.

- Richard let the committee know that the Town wide update to the Personnel Policy for staff members was on the docket for review in April as a Q3 priority project. The first department heads meeting in April is on 4/9/2026, just before the next committee meeting on the same date. Richard will ensure that he works with Town Admin, Fire, Police and Finance to ensure the updated Policy reflects needs the Library has.

#### ADJOURNMENT

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

**Next Meeting:** The next meeting will be Thursday, April 9th at 6 PM.