

TRACY MEMORIAL LIBRARY POLICY AND PERSONNEL COMMITTEE
MEETING MINUTES

Thursday, April 9th, 2026, at 6:00 p.m.
Tracy Memorial Library
304 Main Street, New London NH

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

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

OLD BUSINESS

- Joanne made a motion to accept the minutes of the March 2026 meeting minutes. Patty seconded. The motion passed unanimously.
- Richard reported that the library had begun the process of compiling staff self-evaluations ahead of the end of the Fiscal Year rollover (7/1/26).
- No updates on relevant legislation.
- Richard reported that it did not appear that Lynn Lewis or Ashley Seybold would have capacity to begin the revamped Personnel Policy work until later in Q4 (April/May/June) due to other projects.

NEW BUSINESS

- The committee began reviewing the draft incident report form and policy. The committee went over a number of potential scenarios in which it was appropriate or not appropriate for the Board to be informed or involved with a behavioral incident. The group agreed that in a situation where staff members were placed at risk would necessitate an update to the full Board of Trustees via email or phone call. Other smaller incidents need not be reported.
- A working session of creating and altering the specific language in the proposed Incident Report Policy followed. This completed draft would then be brought forward to the next full Board of Trustees meeting for adoption.
- Richard then shared an update regarding emergency procedure trainings. The library will hold its next all-staff meeting on June 1st. This meeting will include an active shooter training performed by Lieutenant David Keith and Officer Geoff Daley of the New London Police Department. After the training, Richard will share the updated Incident Reporting Form and Policy to staff and go over expectations for staff when writing or compiling these forms.

ADJOURNMENT

- Patty made a motion to adjourn the meeting at 6:47 PM. The motion was seconded by Joanne. All were in favor.

Next Meeting: The next meeting will be Monday, May 18th at 4 PM.