TRACY MEMORIAL LIBRARY POLICY AND PERSONNEL COMMITTEE
MEETING MINUTES

Thursday, June 11th, 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 6:04 PM.

OLD BUSINESS

- Joanne made a motion to accept the minutes of the May 2026 meeting minutes. Patty seconded. The motion passed unanimously.
- Richard reported that the library continued to go through the personnel evaluation process. They are on track to complete all performance evaluations before the end of the fiscal year.
- No updates on relevant legislation.
- Richard reported that the Town of New London would be setting up a meeting time on June 16th to begin discussion on benefits, perks and compensation aspects of the Personnel policy. Richard also shared that he had an updated Borrower's Agreement for the Tool Library, approved by Town officials, as of this morning. The agreement included slight changes in language regarding responsible parties and their ability to possess insurance. The next steps would be having the full board review and adopt later in the month.
- Working session continued on the Behavior Policy. Important changes include a caveat to monitor the policy, specifically language reflecting a staff member's ability to direct the actions of a disruptive patron, and to make alterations in the future. Joanne made a motion to accept the Behavioral Policy with the changes and then present the Policy to the full board for adoption. Jenn seconded the motion. The motion passed unanimously.

NEW BUSINESS

- Eula presented an updated Library Director Job Description that she and Richard had been working on. This new document included more standardized language for Library Director job descriptions as seen in many other libraries governed by a Board of Trustees. Focus was given to subsections including Library Board Relations and Facilities. A discussion followed on benefits and expectations. Patty made a motion to accept the Library Job Description as presented. Jenn seconded. The motion passed unanimously.

ADJOURNMENT

- Joanne made a motion to adjourn the meeting at 6:54 PM. The motion was seconded by Patty. All were in favor.

Next Meeting: The next meeting will be Tuesday, September 8th at 6 PM.