

Joseph H. Plumb Memorial Library
Meeting Minutes-December 9, 2021

Attendance: Rhonda Reints, Kim Burt, Shauna Makuch, Kelley Medeiros, Gail Roberts, Kathy Besch (zoom)

Meeting called to order at 6:37

Minutes: A motion was made to accept the November minutes by Kelly; seconded by Kim. Approved.

Next Meeting: January 13, 2022

Reports:

- **Financial:** See report for full details. Gift fund was fixed.
- **Library Director's-November report:** See report for full details. Circulations are up!
- **Friends:** Janet waiting to hear from the bank on account. Staff appreciation baskets will be made for the staff party on December 17 at 3:00.
- **Building Updates:** Air circulation was installed on 12/10. Timers were replaced. See November Highlights for full details.

Action Items:

Old Business

- Gail will send Job description to Rhonda

New Business

- First quote for Notary library insurance is in the monthly report. We will hold a vote until final quote comes in and money will most likely come out of state aid.
- Budget will be done on the 21st.....will vote next month
- Addendum to director's contract is that sick leave buy back must be capped at \$5,000 and be part of the new director's contract. Motion to Approve: Shauna; seconded: Kathy
- Blair must see contracts before signing

Other:

- Annual Town meeting is May 23, 2022
- Gail is speaking with Suzanne about a 3% raise and cost of living for staff. Increase to longevity, add step (at 6 right now), revise comp plan.

Meeting adjourned at 7:12 PM, motion by Kelley; seconded by Shauna

Submitted,
Shauna Makuch