

**JOSEPH H PLUMB MEMORIAL LIBRARY
MEETING MINUTES – November 14, 2021**

Attendance: Rhonda Reints, Kathy Besch, Dennis Desrosiers, Kelley Medeiros, Kim Burt, Gail Roberts,

Meeting called to order at 6:32 PM

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

Next Meeting: December 9, 2021

Reports:

- **Financials:**
- **Director's Report:** See director's report for details.
- **Friends:** Leith Patnaude has moved away. Kim is substituting as Treasurer until a permanent replacement can be found.
- **Building Updates:** See the Director's report.

Action Items:

- **New Business:**
 - Notary Policy: Jen is now a Notary Public. It was decided that having a policy for Notary Business would be a good thing. Motion to approve: Kelly; Seconded: Rhonda. Approved.
 - Timeline for replacing director: Gail will send the job description to Rhonda. A search committee will be formed in January.
 - Retirement letter from Director: Motion to approve: Dennis; Seconded: Kim
 - Holiday Hours memo – motion to approve: Kathy; seconded: Kelly
 - Programs inside: we will evaluate the situation in January and maybe start holding some programs with low attendance inside.
 - Rhonda suggested that we start organizing the stuff in the two storage areas. We would use a tarp to protect the carpet, and sort items to Keep, Discard, or Share.

- **Other Business**

Kathy can no longer drive after dark. It was decided that, if she can't get a ride to meetings, that she would call in.

Meeting adjourned at 7:32 PM, motion by Kathy; Second by Kelly.

Submitted,
Jordan Latham