

Joseph H. Plumb Memorial Library
Trustee Meeting Minutes
September 15, 2022

Call to order: 6:32pm

Attendance: Kelley Medeiros (chair), Rhonda Reints (co-chair), Kathy Besch (Treasurer), Shauna Makuch (Secretary), Kim Burt, Mike King.

Next meeting: October 6, 2022

Motion to approve minutes from August 18th, 25th and 26th; Motion made by Rhonda and seconded by Mike. Motion was approved.

Public Comment: N/A

New Business

- *Staff Updates*
 - Trustees voted by email to close library on Saturdays from September 10th through October 1st due to staffing shortage. Motion to acknowledge this vote took place was made by Mike and seconded by Kathy; Motion and vote was approved.
 - Kristen accepted the Director position and will start on September 26th and will begin receiving library oriented emails at the time.
- *New Director Orientation*
 - Trustees will hold a welcome party on October 8 along with the book sale. Kelley will get cupcakes from Artisan Bakery.
 - Press release for meet and greet with new director will be sent to local papers and also town hall.
 - Mike and Shauna will check in on Kristen periodically and make sure that she sets up a staff meeting as soon as possible.
 - Kelley and Kim will make a packet of important documents and Rhonda will schedule time to go over bills.
- *October State Reporting*
 - Gail will be coming in to help with this. Rhonda has collected 95% of stats but still needs numbers for summer reading. Motion to bring Gail in for a monetary amount made by Mike and seconded by Kim; Motion was approved by unanimous vote.

Sub-Committee Updates

- Kathy will talk with Janet about the friends co-leading the Jr. friends with Lisa and discuss a better way to store Jr. friends money.

- Water leak at the library was from an old sprinkler pipe that was not capped. The pipe has been capped but this is temporary and Mike will follow up with Andrew. Mike will also follow up with Andrew about the concrete slab.
- Lisa's doctors note will be filed and she will need a note for town hall upon her return.
- Have Kristen check in with sub-committee trustees for updates on all matters.
- At next meeting we will discuss new policies and by-law changes; new director should be involved.

Other

- Trustee report cards will be on October agenda
- Rhonda did some reports of what she could find. See report for full details.

Meeting adjourned at 7:42 motioned by Kim and seconded by Mike; motion approved

Minutes submitted by Shauna Makuch