

**Joseph H. Plumb Memorial Library**  
**Trustee Meeting Minutes-July 14, 2022**

Attendance: Jennifer Woodward, Kathy Besch, Shauna Makuch, Rhonda Reints, Mike King, Kim Burt, Kelley Medeiros Guest; Michelle Lynds

Meeting called to order at 6:36

Minutes: Verify price of Mulch from June 9 minutes. Motion to accept made by Kelley and seconded by Mike, Approved.

Next Meeting: August 4, 2022

- **Financials**
  - None yet. Director will have them for next Meeting.
  
- **Directors Report**
  - Highlighted areas on Monthly Library Statistics sheet have not been updated.
  - Numbers should include info right up to the meeting date.
  - Elevator door was fixed.
  - Summer reading kick off was huge.
  - Jennifer took ARIS workshop, will get us numbers.
  
- **Friends**
  - Jennifer went to bank to add her name.
  - Kim will be Treasurer!!
  - Still thinking of fundraiser for September.
  
- **Building Update**
  - Elevator repair was two bills. Visit and Battery.
  - Check the warranty to see if this should have been covered.
  - There has been an issue with the sprinkler system. Andrew is looking into fixing it. but has also lost the remote. Also looking into a new Company.
  - Exit door still needs concrete pad. Andrew was supposed to have this done before the end of summer. Front door should have been painted.
  - Need to figure out Basic landscaping. Would volunteer for Hire be better? Must be stable.
  - Jennifer will ask Andrew about relining the parking lot.
  - Check front lights and reach out to Old Colony about cabinet covers.

- **Old Business:**
  - Jennifer will call Town Hall and start the process of Re-grading Lisa who is currently at a grade 6. Possible update of job description and upgrade to 8 for Lisa or 9 for both Lisa and Jen. Will an update for both work for the budget?
  - Basement space use; 39 main floor, 49 basement
  - Square footage on report will double.
  - Naming rooms; small room donated by makepeace? Check with Gail and plan for adding a plaque.
  - Library needs to check out more items.
  - Form for using the basement will be available. Tables and chairs will be available to set up as needed.
  
- **New Business:**
  - ARIS due 8/26-needs to be signed by Chair
  - Kelley-Chair
  - Rhonda-Co-Chair
  - Kathy-Treasurer
  - Shauna-Secretary
  
- **Other:**
  - Michelle Lynds spoke to the trustees about some concerns she has regarding the new Director and Rhonda read some emails from other patrons expressing these same concerns.
  - New Director, Jennifer, is still getting to know the SAILS program and getting to know patrons.
  - A team meeting with staff should be scheduled to address patron interactions.

Meeting adjourned at 7:57pm Motion by Kim; seconded by Kathy

Submitted  
Shauna Makuch