

Joseph H. Plumb Memorial Library

Meeting Minutes for October 6, 2022

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

Meeting called to order: 6:39

Next Meeting: November 10, 2022 at 6:30

Motion to approve September 15 meeting minutes was made by Rhonda and seconded by Mike. Motion was approved.

Public Comment: N/A

New Business

- ❖ Welcome new Director Kristen Cardoso!! Kristen says everything has been going well. She has already had a staff meeting and met with Lisa separately. Staff meeting went very well and any programming will go slow for now due to several operational reasons.
 - Open House will be on October 8 from 10-2. Refreshments and goodies will be available.
- ❖ State aid report was filed and a flexibility waiver was granted for not spending 19%.

Sub-committee

- ❖ *Personnel:*
 - An updated job description was found for Lisa and Kristen has her evaluation. A vote was already made to move forward with Lisa's step increase and Kristen is already working to get that done. It was made clear that it is very important for Lisa to do work outside of the library and the board was in agreement as long as no overtime is given.
 - So far scheduling is going well.
 - A discussion was had by the board concerning staff lunches.
- ❖ *Friends:*
 - Friends meeting minutes will also be sent to the trustees in the future. Janet gave Kathy the friends' by-laws and they might need to be updated. This update should happen at the yearly meeting with all friends.
- ❖ *Facilities:*
 - Mike called about unfinished projects. Front and back steps still have no date and we will call someone else about the bulkhead if no firm answer is given. The leaky pipe was fixed and an estimate for sealing and painting the parking lot was given.....cost will be \$1,107.05.
 - Kim says that her husband will be able to do the slab.
 - A motion was made to re-line the parking lot with Parking Improvements Ltc. by Kelley and seconded by Kim: Motion was approved.

- Mike will reach out to Old Colony carpentry about putting doors on the cabinets.
- ❖ *Finance:*
 - State aid was filed
 - Bills were paid
 - Kristen is working on collecting information necessary to provide financial reports.
- ❖ *Policy:*
 - Policy manual is in the library and Kim and Kelley will work with Kristen to update policies and by-laws.
 - Trustee board evaluation will be done at the next meeting.

Other

- ❖ Library stats were really good for September considering the Saturday closings.
- ❖ Kristen is considering a tech night.

Motion to adjourn the meeting was made by Kathy and seconded by Mike
Meeting was adjourned at 7:46pm