

Joseph H. Plumb Memorial Library  
Meeting Minutes for November 15, 2022

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

Meeting called to Order: 6:34pm

Next Meeting: December 6th at 6:00pm

Motion to approve October 6th meeting minutes (amended) made by Kim and seconded by Rhonda. Motion was approved.

Public Comment: N/A

**New Business:**

- Kristen's 30 day review was completed by the board.
- No date has been set for Lisa's reclassification request. Shauna will schedule a meeting to discuss next steps and trustees will send an email to Glenn at Town Hall regarding this matter.
- Trustees will go over evaluation cards, complete and return them to the next meeting.
- In November the library will close at 12pm on the 23rd for carpet cleaning. The library will also be closed on the 24th and 25th. In December the library will be closed on the 24th, 25th, 26th, 30th. It will also be closed January 1st and 2nd. A motion to approve the holiday hours was made by Mike and seconded by Shauna. Motion was approved.
- See director's report for full details
  - Do away with reference questions on report?
  - Start an Instagram page.
  - Inform more of the public about library online services.

**Sub-Committee Updates**

- Building:
  - Still waiting on concrete.
  - All other issues have been taken care of.
  - Old Colony will make cabinets between other projects.
- Finance:
  - No first round of state aid which is normal for our library.
  - All reports were balanced.
- Policy:
  - This will be a goal for 2023.
- Personnel:
  - Discussed at the start of the meeting.

Motion to adjourn made by Shauna and seconded by Kim: meeting adjourned at 7:48