

Joseph H. Plumb Memorial Library
Meeting Minutes for December 6, 2022

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

Meeting called to Order: 6:08pm

Next Meeting: January 12 at 6:30pm

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

Public Comment: N/A

New Business:

- The trustee Self-assessment went well but there is room for improvement.
- See director's report for full details.
 - There is no capital fund and Kristen is looking into the building fund.
 - Temperature issue downstairs may be fixed by utilizing an unused vent. An additional thermostat will be installed to gauge the temperature better.
- A Vote on updated trustee bylaws has been moved to the next meeting.
- **Collection Development Policy Update**
 - Challenges to library materials can be made by town patrons only.
 - See Kristen's changes on resource sharing and weeding for full details.
 - A motion to accept these changes was made by Mike and seconded by Rhonda. Motion was approved.
- **Fine Free Policy Update**
 - Fines incurred before March 15, 2020 will still be owed.
 - Letter about lost items will be sent after 45 days instead of 120.
 - Remove CD's from the list
 - A motion to accept these changes was made by Kim and seconded by Kathy. Motion was approved.
- A motion was made to close for the town holiday party at 1:00 by Kelley and seconded by Shauna. Motion was approved.

Sub-committee Updates

- Building

- Mike will ask Andrew about mini split for heating downstairs. The gift fund, Church fund could be used to pay for this or we could put it on the wish list. Cabinets are on Old Colony's list.
- Friends
 - Kathy hasn't had much contact but can see from meeting minutes that all is well.
- Finance
 - Everything is fine
- Policy
 - Nothing at this time
- Personnel
 - The Director should contact the Chair of the trustees regarding time off and sick time.
 - Page hours: as long as the page gets 9 hours or less per week there is no need for 3 hour days.
 - Kristen will meet with the town personnel board on December 15 regarding job description updates and reclassification for Jen and Lisa. Please note that any changes will not take effect until fiscal year 2025.

Motion to adjourn made by Kelley and seconded by Mike. Meeting adjourned at 7:56.