

Joseph H. Plumb Memorial Library
Meeting Minutes for June 8, 2023

Attendance: Kelley Medeiros (chair), Shauna Makuch (Secretary), Kim Burt, Mike King, Heather Alford, Jane Taylor and Kristen Cardoso (Library Director) Guest, Glenn Cannon (Town Administrator)

Meeting called to Order: 6:31 PM

People On The Agenda:

Guest, Glenn Cannon, spoke to the board about Open Meeting Laws, bylaws and library employees.

Glenn advised the board to stick to the topics on the agenda and add any and all topics under all points.

Glenn advised the board that Library employees must be contract employees by law and this includes the Page. Salary for employees must be approved at the town meeting. Benefits and policy (holidays, time off, sick time) must be referenced in the employee contract. All contracts should be ready by July 1, 2023 and should be sent to Town Counsel for review then to employees for signature and then to the board. The board can use the town by-laws and policies as a guide.

Employee contracts should also include a grievance policy and reprimand policy. Grievances can go to the department head or to the sub-committee. If an employee receives a verbal reprimand, it must go in their file as a memo. Written warnings should include an action plan to correct behavior. Town Counsel should be consulted regarding grievances, warnings, and suspensions before the board votes on such items.

Next Meeting: June 22, 2023 at 6:00 p.m.

Motion to approve May meeting minutes made by Mike and seconded by Kim. Motion was approved.

Public Comment: N/A

Officers and Committee Representatives for FY2024:

- Kim Burt nominates Kelley Medeiros as Chair and Mike King seconds.
- Kelley Medeiros nominates Kim Burt as Secretary and Shauna Makuch seconds.
- Kelley Medeiros nominates Mike King as Treasurer and Kim Burt seconds.
- Kelley Medeiros nominates Shauna Makuch as Co-chair and Mike King seconds.

The board's vote is unanimous and the nominations are approved.

Sub-committee Representatives:

- Personnel: Shauna Makuch and Heather Alford
- Facility: Mike King
- Finance: Jane Taylor
- Policy: Kelley Medeiros
- Friends: Kim Burt

A motion to approve was made by Shauna and seconded by Heather. Motion Approved.

Old Business:

- Director's Report for May 2023
 - See report for full details
 - The exterminator came and sprayed for termites. No termites have been seen since.
 - We were able to save money on spring cleanup with Andrew and Joey who took care of planting, weeding, mulching and also sprayed for poison ivy in the Little Hundred Acre Wood.
 - The front steps and railings have been finished.
 - We are currently waiting for our two building inspection certificates to be updated.
 - The FY2024 budget and the heat pump for the basement was approved at town meeting.
 - Once again the tent for outside programs is being donated.
 - Dig Safe is coming to make sure the spot for the Little Free Diverse Library is ok. The unveiling will be held on June 17, from 12:30-2:00.
 - Summer Reading kicks off June 16th.
 - State Funding is due in the Fall
- Website Redesign:
 - Rachael Reints of Beach Chair Creative has submitted a contract for review by the board and town council regarding the library's website. She would be contracted at \$50 an hour.
 - Design Principles did not get back to Kristen with an estimate.
 - Payments can come out of state aid or the gift fund.
- A motion was made by Kim and seconded by Mike to move forward with a consult and to send the contract to the Town Counsel. Motion was approved.

New Business

- Director's Contract FY2024
 - Trustees will fill out an evaluation template. The director shall provide a self evaluation.
 - Modifications to the contract are as follows.
 - #17 on page 5 will be changed to, Reference to Policy and Bylaw. Include verbiage that contracts will not be multi-year.
 - Add #18 for Drug and Alcohol Testing.

- Page 6 #2 The word Employees in the last line should have an apostrophe added.
 - Remove the word "selects" and add the words "Hire and Terminate" to #6 on Attachment A regarding Library Director duties.
 - On page 3 change # 11 to Grievances and update all subsequent numbers.
 - Add evaluation to the June 22 Agenda.
- Contracts for Library Staff
 - All staff contracts need to be updated. This will take place at the June 22 meeting.

Sub-Committee Updates:

- There are no updates at this time.

A motion was made by Mike to adjourn and seconded by Kim. Meeting was adjourned at 8:11 PM.