

Joseph H. Plumb Memorial Library
Meeting Minutes for May 11, 2023

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

Meeting called to Order: 6:39 p.m.

Next Meeting: June 8, 2023 at 6:30 p.m.

Motion to approve April meeting minutes, with amendments to acronym for SRPEDD, made by Kathy and seconded by Rhonda. Motion was approved.

Public Comment: NA

New Business:

- Director's Report
 - See Report for full details
 - No date as of yet for re-installation of railings on front steps, but Andrew is aware of the need to re-install
 - Termite remediation (foundation spraying) was completed following inspection, there is evidence of termites in the building for “years” but no significant damage was reported
 - Follow up with Andrew Daniel regarding the painting of the doors, which had been included in the plan of action during the basement remodel project
 - Kristen has been in touch with TTAR (Tri-Town Against Racism) regarding the installation of the “Little Diverse Free Library” and will schedule a date on the Selectboard agenda for approval. Plan for location is inside the “Little 100-acre Woods” area

- Website Upgrades
 - Website upgrade - Kelley has reached out to both Old Rochester Regional HS and Old Colony HS to have a student in their Information Technology program work on the upgrades - ORR does not have Wordpress, but could try to schedule the work for Fall 2023. The student working on the upgrades would need to have admin access to the website, but that does not pose an issue as the work would be monitored by a teacher. There is also the opportunity to keep changing the website password to further ensure there would be no unauthorized access to the site other than when approved classroom design work is being done.
 - No response to date from Old Colony, Kelley will follow up again
 - No response to date from Design Principles on prices for small fixes as opposed to the new website pricing provided earlier

- Policies - Social Media Policy (Library/Town)
 - Kim was concerned the Library's Social Media Policy did not specifically reference Trustees, but confirmed elected/appointed officials are covered under the Town's Social Media Policy
 - Kristen will be reformatting all policies in the manual to make them all uniformed, will present at the next meeting for a vote

Sub-Committee Updates:

- Facilities - no update regarding the cabinet doors, the students at Old Colony have been very busy working on a duplex built in partnership with Buzzards Bay Habitat for Humanity and did not have much time this school year for other projects. Will follow up with Doug Sims, instructor, regarding doors being part of the 2023-2024 school year
- Finance - Rhonda has passed all reports on to Kristen, finances are in order for the end of FY2023, Kristen is working to spend available funding prior to the end of the FY as allotted funding cannot be kept/rolled over
- Personnel
 - Kristen, Kim, and Mike attended the Personnel Board meeting on May 8, 2023 where the board was scheduled to discuss, with Town Counsel present, MGLchapter 78, section 34 as it applied to Libraries and their staff
 - Although the Personnel Board did not vote, they suggested given their interpretation of the referenced MGL, all library employees will be contractual employees, mirrored by the bylaws but no longer under the jurisdiction of the Personnel Board. Further clarification will be necessary, next Personnel Board meeting is June 1, 2023
 - Kristen provided some background research on the history of library employees, as both Jen and Lisa had previously been under contract, a practice that ended in 2012
 - In 1999, following a personnel study by the town, it was determined MGL ch.78, section 34 meant the Trustees could set salaries and reclassify positions as needed and it was best to keep it that way
 - In 2012, under advisement from the MBLC it was determined the referenced MGL was intended for library directors. The MBLC representative did know of another town (Chilmark) that was operating the same way as Rochester.
 - Chilmark - "...The Board shall appoint a qualified Library Director who shall be executive and administrative officer of the library on behalf of the Board, under its review and direction. The Director shall recommend to the Board the appointment, and specify the duties of the staff..." (references MGL78,sec34)
 - In 2012, library staff, other than the director, were then moved back to being bylaw employees, covered under the Town's Personnel Bylaw
- Friends
 - Book sale was successful, they are planning a Savers clothing drive for September and another book sale for October. There will not be any summer raffle baskets this year and are discussing stopping the silent auction at the

Christmas open house - the auction does not bring in nearly the value of the donations

- They are hosting another author speaking engagement (Andrew Noone) on May 27. They are considering a policy/guideline regarding what authors they are able to host. Further details are needed, consult with the Board of Trustees
- The Marion Tennis Club will be donating funds raised to the tri-town libraries
- There are currently 50 active members in the Friends - looking for ways to engage them

Other:

- Kristen was told she needs to use at least one week of her vacation time for this contract period prior to the end of FY2023. She was strongly encouraged to take time off in the next six weeks. The 2nd week of vacation time can be rolled over for up to 60 days.
- Kristen's FY2024 contract will be executed at the June 8, 2023 meeting and her evaluation will be scheduled shortly thereafter
- Discussion was had to publicly thank the outgoing trustees (Rhonda, Kathy) for their service and dedication to the library. The Board will be welcoming two new members at the June 8 meeting.

A motion to adjourn the meeting was made by Kelley and seconded by Rhonda. The meeting was adjourned at 8:05 p.m.