

Joseph H Plumb Memorial Library
Meeting Minutes for June 22, 2023

Attendance: Kelley Medeiros (chair), Shauna Makuch (co-chair), Kimberly Burt (secretary), Mike King (treasurer), Heather Alford, Jane Taylor, Kristen Cardoso (Library Director)

Meeting called to order 6:01pm

Motion to approve meeting minutes from June 8, 2023 meeting, with name spelling correction made by Mike, seconded by Heather. Motion was approved.

Next meeting: July 11, 2023 - 6:30pm

Public Comment: N/A

OLD BUSINESS

- Reviewed employee contracts, as approved by Glenn Cannon, Town Administrator with recommended changes. Glen did forward contracts along to Town Counsel (further identified as "TC") for further review.

Discussion surrounding the contracts being reviewed by TC for approval - once their review and approval has been received and requested edits (if any) have been received, these are the contracts that we will provide to the staff for sign off, therefore to expedite the process, a vote was recommended to accept the contracts, and review the recommendations/edits from TC via email. There is no date as to when the reviewed contracts will be received back from TC and we would like to have the contracts to the staff as quickly as possible.

Contracts as submitted to TC include:

- The respective employee's job description, as drafted by Kristen and approved by the Town's Personnel Board at their February 2023 meeting
- Compensation for each individual employee, detailing their vacation, sick, COLA, longevity

Motion was made to accept the employee contracts, as approved by Glen, in advance of Town Counsel review/approval. Roll Call Vote: Kelley (yes), Shauna (yes), Kim (yes), Mike (yes), Heather (yes), Jane (yes). All in favor, motion passes unanimously.

- Memo received from the Town requiring sign off on "Designated Trustee" making Mike's position as treasurer officially accepted by the Town as the board's representative to sign any and all vouchers and payroll reports. Board signed off on memo(s)
 - Shauna was designated as backup treasurer (Designated Trustee) in Mike's absence and unavailability

NEW BUSINESS

- Director Review - went over Kristen's annual review, noted that because she joined the staff September 26, 2022 this review does not yet encompass the entire year. Because her current contract expires at the end of FY2023, we would like to maintain the uniformity of an annual review.

There were no comments on Kristen's review, all Trustees were in agreement she has had a stellar performance thus far, and is an asset to the library. Most of the evaluation standards were rated in the "exceeds" category.

Motion was made to accept and sign off on Kristen's FY2023 annual review as presented. Roll Call Vote: Kelley (yes), Shauna (yes), Kim (yes), Mike (yes), Heather (yes), Jane (abstained from voting). The motion passed with five (5) yes votes and one (1) abstention. Motion passes.

Motion was made by Jane to adjourn at 6:43pm. Seconded by Shauna. Motion was approved.

Submitted by Kimberly Burt, Secretary