

Joseph H Plumb Memorial Library
Meeting Minutes for October 12, 2023

Attendance: Kelley Medeiros (chair), Shauna Makuch, Jane Taylor, Mike King, Heather Alford, Kimberly Burt, Kristen Cardoso (library director)

Meeting called to order 6:32 pm

Motion to approve meeting minutes from September 28, 2023 meeting (with notated amendment from Jane to reword her paraphrasing in the original draft) made by Mike, seconded by Jane. Discussion closed. All in favor (6-0-0). Motion was approved.

Next meeting: November 9, 2023 - 6:30pm

OLD BUSINESS:

- Director's Report - see report for full details. Kelley moves to open discussion regarding September 2023 Director's Report, Shauna seconds. Motion passes unanimously (6-0-0). Discussion opened
 - Kim asked if there was an update regarding the heat pump installation for the basement, no update available, but Mike will follow up with Andrew. Kristen does have a new contact for Town Capital Improvement projects and will be meeting with the new director in the near future to discuss potential needs for the building that may fall under this scope.
 - Programming - story time is in full swing. Discussion regarding potential winter programming ideas (candy bar bingo, family jeopardy, etc). Kristen mentioned December is usually a quiet month for programs, the Friends have their holiday fair and the staff utilizes the month for planning for the spring. Possibility to host some family programs in Jan/Feb. Will discuss options with Lisa.
 - Staff contracts have been signed. Contracts are in effect for 1 year at this time. No date to advertise the page position at this time.

Motion made by Kim to close discussion and accept the director's report. Heather seconds. All in favor, motion passes (6-0-0).

NEW BUSINESS:

Open Records Requests

- Kelley moves to open discussion regarding open records requests, Kim seconds, discussion opened
 - a. There were (2) two open meeting law complaints filed with the Attorney General's office on 9/29/2023 by Rochester resident Charles Morgan. He initially filed a complaint for each of the 9/14/23 and 9/28/23 meetings. He submitted revisions to those (2) two original complaints on 10/5/2023. Kelley has provided all necessary documentation regarding our complying with his initial request, via email following the 9/28/2023 meeting. She has provided all necessary documentation to Town Counsel.

Kelley moves to delegate the response of these complaints to Town Counsel. Mike seconds. All in favor (Mike - aye, Jane - aye, Shauna - aye, Kelley - aye, Heather - aye, Kim - aye). Motion passes unanimously (6-0-0).

- b. There was a Public Records Request submitted by Nicki Demakis, an attorney, thought to be on behalf of Tri-Town Against Racism (TTAR) but representation was not disclosed clearly. The request is for documentation related to TTAR, Little Free Diverse Library, the other Little Library

requests and the flag policy. There was discussion that the scope of the request seemed broad and sought correspondence from not only town email addresses, but personal email accounts of both current and former trustees (some of whom passed away) in relation to the TTAR Little Free Diverse Library. Former trustees were contacted by Kristen to obtain any relevant documentation.

Kim moves to delegate the response of the request submitted by Nicki Demakis to Town Counsel. Shauna seconds. All in favor (Mike - aye, Jane - aye, Shauna - aye, Kelley - aye, Heather - aye, Kim - aye). Motion passes unanimously (6-0-0).

Responding to requests for Little Free Libraries on Plumb Library Grounds

- Jane moves to open the discussion surrounding requests for Little Free Libraries on library property. Kim seconds. Discussion is open.
 - Any specific requests must follow MGL 78, c 11. The request intent must be clear and must follow the gift policy. review how structures can be better included and clarify content be administered by the library
 - There have not yet been any donations to the library collection of any books/materials that had been proposed to be housed in a Little Free Library on library grounds.
 - Review of gift policy added to action items on next month's agenda to encompass structures.

Jane moves to close discussion for this topic. Heather seconds. Motion passes unanimously (6-0-0) Discussion closed.

Review of Programming Policy

- Kim moves to open discussion regarding programming policy. Shauna seconds. Discussion is open.
 - Programming policy is only for library-sponsored programming. Meeting Room policy covers 3rd party programs to be held on-site.
 - Programming policy has not been updated since 2009, all review policy and a draft review will be added to action items for the next meeting.

Shauna moves to close discussion for this topic. Heather seconds. Motion passes unanimously (6-0-0) Discussion closed.

Review of Trustees Bylaws

- Kim moves to open discussion regarding Trustee Bylaws. Heather seconds. Discussion is open.
 - Bylaws were just updated in Feb 2023, but given Town Counsel's feedback regarding the interpretation of MGL sec 78 and the library now under sole oversight of the Board, review bylaws and any feedback and/or requested actions will be discussed at next meeting.

Shauna moves to close discussion for this topic. Kelley seconds. Motion passes unanimously (6-0-0) Discussion closed.

Review of MGL chap 78

- Kim moves to open discussion regarding MGL chap 78. Jane seconds. Discussion is open.
 - Kim states that given the circumstances of the library being its own entity under the oversight of the Board, it would behoove all trustees to become familiar with the MGL chap 78 laws. There are only a few that apply to public libraries, most are law libraries and for the Board of Library Commissioners.

Shauna moves to close discussion for this topic. Heather seconds. Motion passes unanimously (6-0-0) Discussion closed.

Sub-Committee Updates

- Building - no updates regarding cabinet doors for basement cabinets. Mike will touch base with Andrew and/or Old Colony to make sure we're still on their agenda as far as constructing doors. Because this

project has been on hold for over a year, discussion was had to possibly put out a request for proposals or find someone in the community who would volunteer their time to construct the doors. There is limited funds in the Building budget line item (\$5,600+/-), most of that money covers the annual cost of the library cleaning crew. There may be money in the gift fund to cover the cost of cabinet doors, but Kristen pointed out that not many people are monetarily gifting to the library so the funds are slightly stagnated. The Friends may be able to cover the cost, but Kristen has a wish-list that includes replacing the book drop - at a potential cost of close to \$10,000. The existing book drop is in disrepair and although still functioning, they're unsure how much longer it will hold up.

- Finance - Jane agreed that the building line item will not be able to fund the cabinet door project
- Policy - Kelley will work on the drafts of the (2) two action item policies and review bylaws for changes/amendments. Kim will offer support.
- Friends - The Friends had their annual meeting last week where they elected new officers. The current chair (Janet Laine) has stepped down and did not seek election to an office. She will be available to the new chair (Halima Tiffany) for the transition, as well as assist with any fundraising activities her schedule will allow. She will remain an active part of the Friends organization. Shauna remained secretary, and Kim stepped in as treasurer again, this time officially and not temporarily. The Friends do have \$6,700 +/- in their checking account and have denoted a \$3,500 annual budget to fund library programming.

Correspondence

- Review of all correspondence received since the last meeting. There were 46 emails received since 3pm on 9/27/2023. Not all emails received during this period were inclusive of the LFDL and TTAR's call to email the Board.
Kim moves to add these emails to the record. Heather seconds. All in favor (6-0-0). Motion passes unanimously.

Public Comment

- We had (1) one resident in attendance at this meeting. It was asked if he had any questions for the Board, he informed the board he only had a comment to make.
Kelley moved to open the floor to public comments. Heather seconds. Motion passes unanimously (6-0-0). Public comment session opened.
- One Rochester resident spoke briefly regarding the questions he had prior to the meeting and the questions being subsequently answered during the Board's discussion(s) at this meeting. He thanked the board for their service during what he assumed was a difficult time and appreciates the library for what it brings to the community.
Kelley moves to close the public commenting session. Mike seconds. Motion passes unanimously (6-0-0). Public comment session closed.

Kelley moves to adjourn the meeting. Seconded by Mike. All in favor. Meeting adjourned at 7:37pm.

Submitted by Kimberly Burt, Secretary