

Joseph H Plumb Memorial Library  
Meeting Minutes for November 9, 2023

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

Meeting called to order 6:32 pm

Introductions from the board to the (2) two guests present. All Board members identified themselves accordingly.

Next meeting: December 14, 2023

Approval of Minutes:

- A. Minutes of Trustee's Meeting from October 12, 2023 - no discussion, motion made by Kim to accept the minutes as written. Seconded by Shauna. All in favor (5-0-0), motion passes
- B. Minutes of Trustee's Meeting from September 28, 2023
  - Motion made by Kim to open discussion regarding the September 28, 2023 minutes. Seconded by Shauna. Discussion open.
  - Kim stated there was an open complaint with the MA AG office regarding the minutes from the September 28, 2023 meeting submitted by Charles Morgan. Kim referenced an email received in the Trustee's gmail inbox from Mr. Morgan regarding discrepancies with the minutes as accepted and what actually happened at the meeting. At this point during the meeting, Mr Morgan identified himself from the audience, was recognized by the chair, and stated he had a recording of the September 28, 2023 meeting to illustrate the errors he was contesting. The recording was played for the Board, and it showed his complaint was valid. The minutes as accepted stated "...Kelley did also note there was a social media campaign by Tri-Town Against Racism (TTAR) requesting correspondence be sent to the Board..." Upon hearing the recording it was clear that Kelley did not reference TTAR as the origin of the referenced social media campaign. She did not state the origin of the social media campaign, simply there was a social media campaign.
  - Motion made by Kim to strike the reference to Tri-Town Against Racism (TTAR) from the minutes. Shauna seconded. All in favor (5-0-0). Motion passes.
  - The second part of Mr Morgan's challenge of the September 28, 2023 meeting minutes was that the minutes stated Mike motioned to accept the correspondence received into record. Upon hearing the recording provided by Mr Morgan, it was clear that Kelley actually made the motion, not Mike.
  - Kim motioned to strike "Motion was made by Mike..." and amend them to "Motion was made by Kelley..." Seconded by Heather. All in favor (5-0-0). Motion passes.
  - Shauna motioned to accept the minutes of the September 28, 2023 meeting with the revisions previously voted on. Seconded by Mike. Roll call vote - Jane - aye, Shauna - aye, Mike - aye, Heather - aye, Kim - aye. (5-0-0) Motion passes unanimously.
  - Shauna moves to close the discussion regarding the meeting minutes of September 28, 2023. Mike seconds. All in favor (5-0-0). Motion passes, discussion closed.

C. Minutes of Trustee's Meeting from September 14, 2023

- Motion made by Kim to open discussion regarding the September 14, 2023 minutes. Seconded by Shauna.
- There was no discussion regarding these minutes. It was noted because there was a Board member present on the telephone during the September 14, 2023 meeting when these minutes were approved, a roll call vote was necessary to approve these minutes to record and was not done at that time.
- Motion made by Shauna to close the discussion regarding the September 14, 2023 minutes. Seconded by Heather. All in favor (5-0-0), motion passes. Discussion closed.
- Motion made by Shauna to accept the minutes of the September 14, 2023 meeting. Seconded by Heather. Roll call vote - Jane - abstain, due to being absent from that meeting, Shauna - aye, Mike - aye, Heather - aye, Kim - aye. Motion passes with quorum (4-0-1)

D. Motion made by Kim to accept the email correspondence from Mr Murphy to record. Seconded by Shauna. Roll call vote - Jane - aye, Shauna - aye, Mike - aye, Heather - aye, Kim - aye. Motion passes unanimously (5-0-0)

- Next meeting - December 14, 2023 - 6:30pm at the library

1. Old Business

a. Director's Report

- i. Motion made by Kim to open discussion on the Director's Report. Seconded by Heather. Discussion opened
- ii. See Director's Report for full details
- iii. The mini-split system for the basement has an installation date of November 25. Kristen has been in contact with Andrew regarding the installation and it should be complete in one day, there will be no additional ducting necessary and it won't interfere with library operations.
- iv. The youth Book Buds program is still meeting. The 8-10 year old group (Grads) is struggling for members. There's hope that now most of fall sports have come to an end, Lisa will have luck in reviving the program. She is considering other days of the week that may be better suited for more to attend
- v. There is no plan to add a page to the staff at this time. Kristen and her team are managing at the moment, and we need to consider the impact of the position in relation to the upcoming budget preparations and staff raises.
- vi. Add staffing/raises as Action Item on next agenda to discuss further
- vii. Jane inquired about the SAILS assessment and Kristen informed us it is assessed based on population and collection sizes, past usage
- viii. Motion made by Shauna to close the discussion on the Director's Report. Seconded by Heather. All in favor (5-0-0), motion passes. Discussion closed

- b. Open Records Requests
  - i. Motion made by Shauna to open the discussion on Open Records Requests. Seconded by Mike. Discussion opened
  - ii. This topic is being researched by Kelley and we do not have an update regarding progress or next steps at this time.
  - iii. Motion made by Shauna to table this topic to the next meeting in order to better discuss with Kelley. Seconded by Mike. All in favor (5-0-0), motion passes
  - iv. Motion made by Kim to close the discussion Seconded by Shauna. All in favor (5-0-0), motion passes. Discussion closed
  
- c. Gift Policy
  - i. Motion made by Shauna to open discussion of Gift Policy. Seconded by Jane. Discussion opened
  - ii. This is a similar situation to the previous agenda item, Kelley is reviewing and no update at this time
  - iii. Motion made by Shauna to table this topic to the next meeting and close the discussion. Seconded by Kim. All in favor (5-0-0), motion passes
  
- d. Programming Policy
  - i. Motion made by Shauna to open discussion of Programming Policy. Seconded by Jane. Discussion opened
  - ii. Proposed revisions will be made at next meeting
  - iii. Motion made by Shauna to also move this topic to the next meeting and close the discussion. Seconded by Heather. All in favor (5-0-0), motion passes
  
- e. Trustee Bylaws
  - i. Motion made by Shauna to move this topic to the next meeting. Seconded by Mike. All in favor (5-0-0), motion passes
  
- f. Massachusetts General Laws, Chapter 78
  - i. Motion made by Shauna to open discussion on MGL chapter 78. Seconded by Mike. Discussion opened
  - ii. Make sure MGL chapter 78 is referenced as needed in Trustee Bylaws, Programming Policy, Gift Policy. This will be a continuing topic and reference point since the Town clarified the Library's status as its own entity within the Town structure
  - iii. Motion made by Shauna to close discussion on MGL chapter 78. Seconded by Heather. All in favor (5-0-0), motion passes

## 2. New Business

- a. Holiday Hours for November and December
  - i. Annual carpet cleaning will be done on Wednesday, November 22, per usual scheduling. The library will open as usual at 10 am, but close at noon for the cleaning. Kristen proposes closing Thursday for Thanksgiving and Friday, which is the same as the Town's schedule. Reopen for regular hours on Saturday, November 25.

- ii. Christmas lands on a Monday this year, the initial proposal was to be closed on Saturday, December 23 as patron traffic is expected to be down, as well as Monday, December 25. There was also a proposal to close 12/25 and 12/26 as an alternative, but the Town may require the staff to use a personal day to cover the hours on that day, whereas the Saturday hours should be able to be made up during the pay-period. Closing Saturday 12/23 and Monday 12/25 was the better option.
  - iii. Motion made by Shauna to accept the holiday hours and closing schedule. Seconded by Heather. All in favor (5-0-0), motion passes
- b. Email Addresses for Trustees
- i. Motion made by Shauna to open the discussion regarding trustee email addresses. Seconded by Mike. Discussion opened
  - ii. This was a conversation Kelley had with the Town brought on by the recent FOIA Open Records Request made by Nicole Demakis which due to having received a previous records request which included privileged client/attorney correspondence and thus opened the Board to having her subsequent request include correspondence sent to our personal email addresses which we also use for Board business. Kelley inquired if we could each obtain individual email addresses to use for Board business. Kristen stated she was informed the Town will not give us individual email addresses, but did create one specifically for the Board of Library Trustees with the townofrochester.com extension.
  - iii. We should reach out to the Board of Trustees of the COA to see how they handle electronic correspondence, as they have a similar structure under their own set of MGL
  - iv. Motion made by Shauna to table this discussion to the next meeting to bring Kelley up to speed and be better prepared to make a decision. Seconded by Heather. All in favor (5-0-0), motion passes
- c. Website Redesign Proposal from Renaissance Web Solutions
- i. Motion by Shauna to open the discussion on the website redesign. Seconded by Mike. Discussion opened
  - ii. Kristen is very impressed with their proposal. They recently redesigned the Raynham Public Library's website. They will hold this proposal for us for one year. Their proposal came in at just under \$8,000, which Kristen feels is very reasonable considering the work they'll do to improve our current website. We need to figure out how the library can afford this project. The current website is antiquated at this point, Kristen has been able to make patches and delete obsolete pages, but these fixes will not work much longer.
  - iii. We had no luck in the past with Old Colony or Old Rochester Regional in having this be a student-led project
  - iv. Motion made by Shauna to table this discussion until the next meeting to bring Kelley up to speed. Seconded by Jane. All in favor (5-0-0), motion passes
- d. Fiscal Year 2025 Library Budget
- i. Motion made by Shauna to open discussion on FY25 budget. Seconded by Mike. Discussion opened

- ii. Mike asked if as the treasurer of the Board, does he need to play a role in assisting with the budget preparations. Jane asked if/when a figure would be provided by the Town to start from. Kristen stated there needs to be a 2.5% increase to secure state certification and funding, and that Mike did not need to play a specific role in budget preparations, it would be discussed with the Board.
- iii. Kristen expects the first draft budget to be due in December some time for first review. There usually is some pushback, although Kristen had just started as Director when the FY24 budget was prepared. She feels she's acquired a better understanding of the Town after a year of employment. The FY25 budget should be due in January 2024, at which point it will be brought to the Finance Committee. We (director/board) were not specifically invited to the Fin Com meeting last year when they discussed our budget, but we should plan on attending. This will be a continuing conversation over the next few meetings as the budget progresses.
- iv. Motion made by Shauna to close the discussion. Seconded by Heather. All in favor (5-0-0), motion passes. Discussion closed

### 3. Sub-Committee Updates

- a. Facilities - Kristen has met with Steve, the Capital Planning liaison and discussed several projects, including the doors
- b. Finance - Building Maintenance is largely depleted. The budgeted figure is inadequate for library operation. We will address it, if possible, as Kristen prepares her draft budget. Utilities are on track (gas/electric) with one utility seasonally offsetting the other.
- c. Personnel - No updates
- d. Policy - No updates
- e. Friends - The Friends had their annual meeting on October 24. There were approximately 10-12 people in attendance. Officers were elected - Janet Laine, the current president announced her resignation due to other commitments, but will remain an active member of the Friends, and offer support wherever she can during the transition. Halima Tiffany expressed interest in being nominated for President/Chair. Shauna Makuch, the current secretary of the Friends board, expressed interest in remaining in that position. Victoria Wheeler, the Friends treasurer announced her resignation due to other commitments, but will remain an active member as well. Kimberly Burt, who had taken the role of temporary treasurer in 2021, expressed interest in being nominated for Treasurer. Kim and Shauna are both on the Board of Trustees as well, but it has been confirmed there is no conflict. Candace Vaughn is handling Memberships and will round out the Executive Board of the Friends. Everyone expressing interest was nominated and elected. Friends board seats are for one year. They've begun planning their Holiday Open House, scheduled for December 9. This is their biggest fundraiser of the year, they hope to raise at least \$1,400 to fund library programs. Their annual budget for programming at this time is just about \$6,500 with the largest portion going to fund the Youth Services programming.

### 4. Correspondence

- a. There was no new correspondence in the Trustees gmail inbox or received through the library's PO Box. The only correspondence was the email referenced earlier in the meeting and already voted into record

**5. Public Comment**

- a. Although not on the agenda, Shauna (chair) asked the (2) two members of the audience if they would like the opportunity to make any comments. Both guests declined the invitation.

Motion was made by Shauna to adjourn the meeting. Seconded by Heather. All in favor. Meeting closed at 8:02pm

Submitted by Kimberly Burt, Secretary