

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

Attendance: Kelley Medeiros (chair), Shauna Makuch, Mike King (treasurer), Heather Alford, Kimberly Burt (secretary), Jane Taylor, Kristen Cardoso (Library Director) Guest: Glenn Cannon, Town Administrator  
Other attendees: Sawyer Smook-Pollitt, Sippican Week

Meeting called to order 6:32 pm

Glenn Cannon was given the opportunity to speak first. Glenn asked the Board if they would consider adopting the Town's Personnel Bylaws as the bylaws for the library staff to keep things universal within the town's structure. The Board let Glenn know the town's personnel bylaws were referenced in the contracts presented to, and signed by library staff in October. The Board had previously discussed adopting the town's personnel bylaws as the library's at a previous meeting but was waiting on making it official as we had been previously informed there was going to be some changes made to the existing bylaws in the very near future.

Because there currently is no definitive timeframe for the new bylaws to be issued, Kelley moves that unless otherwise specified or exempted in an employment agreement between the JH Plumb Memorial Library Board of Trustees and an employee of said library, the Town of Rochester Personnel bylaw, employment policies, and all applicable local, state, and federal laws regarding employment, shall apply to all JH Plumb Memorial Library employees. Shauna seconded. Roll call vote - Kelley - aye, Shauna - aye, Heather - aye, Jane -aye, Kim - aye, Mike - aye. All in favor, motion passes unanimously (6-0-0)

Approval of Minutes:

Minutes of Trustee's Meeting from November 9, 2023 - Kelley opened discussion, Kristen stated she was notified by the Town Clerk that her office would like paper copies of all meeting minutes submitted for the Clerk's office to keep on file. Kristen did note that upon minute approval, she currently uploads all meeting minutes to the library's website and will now provide them to the Town Clerk as well.

No further discussion, discussion is closed. Motion made by Jane to accept the minutes as written. Seconded by Heather. All in favor (6-0-0), motion passes

Next meeting: January 8, 2024

- Old Business
  - Director's Report
    - Kelley moved to open discussion. Discussion opened
    - See Director's Report for full details
    - Regarding the website, there are some functions Kristen is able to edit herself, but there are some functions that must be edited behind the scenes by Design Principles (DP), the builder of our current website. We are no longer under contract with that company, but they still have control. Kristen will reach out to DP to see if there's anything they can do, either relinquish control or assist in repairing the functions needed until we can

figure out how to fund a new website. The quotation from Renaissance Web Solutions is good for one year, Kristen will let them know although we cannot move forward at this time, we are going to revisit periodically. Funding the website is going to be an issue, especially with the town requesting no increases in budgets for FY2025.

- Budgets are due to be submitted on January 12. Kristen anticipates having hers ready in advance of that date. As it stands, there will be no increase over last year's budget. All library staff will see pay rate increases, aligning with the equivalent steps in the existing Town of Rochester Personnel Bylaws. To achieve this, Kristen is requesting we eliminate the Page position. The position has been vacant since late August. Kristen is open to bringing back a volunteer program to offset the additional workload the staff has been managing with the Page vacancy. We will send the Volunteer form to Town Counsel (TC) for review.
  - Motion made by Kelley to close discussion on the Director's Report. All in favor, discussion closed
- Gifts to the Library Policy
    - Kelley moves to open discussion, discussion opened
    - The revisions to the policy include language to cover the donation of permanent structures, change the wording regarding donations of monetary gifts, and include necessary reference to MGL chapter 78, section 11
    - Shauna moves to accept the policy as revised. Seconded by Heather. All in favor (6-0-0), motion passes
  - Programming Policy
    - Kelley moves to open discussion, discussion opened
    - Revisions include changes to references to a specific Five Year Plan and change the language to encompass the applicable Five Year Plan. Other edits were related to making the policy more concise. Noted to also add in verbiage regarding fundraising efforts by the Friends of the JH Plumb Library to benefit either themselves or the library into the section defining library program(s)
    - Motion made by Kim to accept the Programming policy as written with edits. Seconded by Mike. All in favor (6-0-0), motion passes
  - JH Plumb Memorial Library Board of Trustees Bylaws
    - Kelley moves to open discussion, discussion opened
    - Pull in the necessary references to MGL chapter 78 as they apply to the Board
    - Discuss any edits and additions at next meeting
  - Trustees Email Address
    - The town has issued a general email address for Trustee use, they will not provide individual email addresses for the entire Board
    - The existing gmail account will be transitioned over to the town issued one and the new email will be provided as preferred contact information for the Board

- At this time only the Chair and Co-Chair will have access to the email account to limit the opportunity to accidentally delete and/or read correspondence that may need immediate attention
    - Minutes/agendas can still go to personal emails, but in the event of a FOIA request, the new Trustee's town issued email should be included on all correspondence between board members moving forward
  - Open Records Request Policy
    - Kelley moved to open discussion, discussion opened
    - Kelley provided a draft of a new policy to follow when dealing with a FOIA and other Open Records Request
    - All information within the policy came from the Massachusetts Public Records Law. This draft does not include any Open Meeting Law violations or how those specifically are handled. The policy will be sent to TC in advance of the January meeting for their consult, and we will check with the town to see if they have a policy in effect.
    - The Board will provide any edits to the policy draft for the January meeting
  - Website Redesign
    - As stated and discussed in the Director's Report, Renaissance will hold the proposal for one year. We will continue to consider ways to fund the website redesign, possibly adding to a Town Meeting agenda item, doing some fundraising, but without outside assistance the current library budget cannot fund the redesign. The website is not completely unusable, and Kristen has been working on keeping different features running, but the useable life of the website is nearing an end
- New Business
  - Holiday Hours for December
    - The annual town Christmas party will be held on December 15 at the Profile Tavern in Freetown. The party starts at 1:30 because the Town Hall closes at 1pm on Fridays. In order for the library staff to attend, we must also close at 1pm that day. Kim moves to close the library at 1pm on Friday, December 15 in order for the staff to attend the party. Mike seconds. All in favor (6-0-0), motion passes
  - Staff positions, Raises, and FY25 Library Budget
    - Most of this was discussed earlier in the meeting under the Director's Report
    - With the elimination of the Page position the staff will receive their long-awaited raises. There is also opportunity for Kristen to receive an increase as there was not an increase for the Director in FY24's budget
    - Kelley moves to eliminate the Page position and use that salary savings to offset the necessary staff raises. Seconded by Mike. All in favor (6-0-0), motion passes
    - Kristen will submit the budget and wait for feedback from the Town. There is still no information regarding department heads or their respective Boards being invited to the Finance Committee's meeting where they will discuss our budget

- The Town Treasurer has resigned and the last treasurer has stepped in until the position can be filled. The Town's budget is already strained and it is requested no department ask for a budgetary increase. There is a Special Town Meeting scheduled for January 2025.
- **Sub-Committee Updates**
  - Facilities - No updates, but Mike did reaffirm his ability and willingness to step in for whatever support Kristen may need. Also no update regarding the downstairs cabinet doors
  - Finance - Continue to move some allocations around to offset one another. Spending is on track
  - Personnel - No updates
  - Policy - Discussed earlier in the meeting
  - Friends - The Friends held their annual Holiday Fair which brought in about \$1,500 for the group. They raised funds with a pick-a-prize donation raffle, which included 12 donated baskets for the community to have the opportunity to win with a \$10 donation, a silent auction with five items donated to the library, and a by-donation bake sale. They are meeting again on January 4 to discuss getting creative with fundraisers and what they'll be planning for the rest of the year. The Friends typically provides about \$6,500 in support for library programming annually, the bulk which goes to Youth programming (mainly summer programs). They are looking for suggestions and volunteers to help with their fundraising efforts. The Friends Membership Drive has brought in about \$3,000 to date, which is on track with their typical membership drive donations
- **Correspondence**
  - There was no new correspondence in the Trustees gmail inbox or received through the library's PO Box. There were no guests at the meeting wishing to address the Board.

Motion was made by Kim to adjourn the meeting. Seconded by Mike. All in favor (6-0-0). Meeting closed at 8:19pm

Submitted by Kimberly Burt, Secretary