

Joseph H Plumb Memorial Library  
Meeting Minutes for January 8, 2024

Attendance: Kelley Medeiros (chair), Shauna Makuch, Mike King (treasurer), Heather Alford, Kimberly Burt (secretary), Jane Taylor, Kristen Cardoso (Library Director)  
Other attendees: Michael DeCicco, The Wanderer

Meeting called to order 6:36 pm

Approval of Minutes: Minutes of Trustee's Meeting from December 12, 2023 - Kelley opened discussion, no related discussion. Kelley moves to accept the minutes, Jane seconds. All in favor (6-0-0), motion passes.

Next meeting: February 8, 2024, 6:30pm

- Old Business
  - Director's Report
    - Kelley moved to open discussion. Discussion opened
    - See Director's Report for full details
    - Kim questioned the Capital Planning request for the library included on the agenda for the January 22, 2024 Special Town Meeting for \$3,000 to install a concrete pad outside the basement egress. Kristen stated Andrew had made the request on the library's behalf as this is a safety issue given there is a significant step down when exiting that door. It was assumed this project was intended to be completed during the basement renovations, but has not yet been completed and is a significant need for safety purposes.
    - The library fared very well on both the Town's Master Plan survey and the SAILS surveys. The SAILS survey had 26 of the over 1,800 responses coming from Plumb Library patrons with responses very positive to the staff. The Master Plan survey resulted in 73% of the 208 respondents stating they are either very satisfied or satisfied with the library and almost 19% did not answer the library question.
    - There was no further discussion on the Director's Report, thus Kelley moved to close discussion on the Director's Report. All in favor, discussion closed.
  - Open Records Request Policy
    - Kelley moved to open discussion, discussion opened
    - Policy was sent to Town Counsel (TC) and suggested edits were provided. The Board agreed to review TC suggested edits and provide any additional comments or edits prior to the February meeting. The Town of Rochester does not have an Open Records Request Policy, they follow guidance issued by the state. The Board is in agreement that it would behoove the Board and library to have a policy in place as a guideline on how to proceed with any requests received. No further discussion on this topic, Kelley moved to close discussion. All in favor, discussion closed.
  - Board of Trustees Bylaws
    - Kelley moved to open discussion. Discussion opened.
    - The only pending edit is the provision for the Library Director to submit agendas to the town on behalf of the Board. We will move this topic to the next agenda to review edits and vote. No further discussion, Kelley moved to close discussion. All in favor, discussion closed.

- **New Business**
  - Website Redesign Proposal - Design Principles
    - Kelley moved to open discussion, discussion opened
    - Design Principles estimates the cost of revising the functionality of the existing website to be between \$5,000-\$6,750. Less than the cost of a new website, but still unaffordable. The proposal received by Renaissance for an entirely new website is \$8,000. Kelley suggested we revisit reaching out to local high schools, vocational programs, and universities/colleges to see if they may be interested in this project. Kelley and Jane will send some emails to see if we can get any responses. Mike DeCicco from The Wanderer offered to include our request for volunteer web design in his article. We will continue to revisit this topic at the next meeting to see if we hear anything as far as possible volunteer help. No further discussion on the topic, Kelley moved to close discussion. All in favor, discussion closed.
  
- **Sub-Committee Updates**
  - Facilities - No updates
  - Finance - No updates
  - Personnel - No updates
  - Policy - Discussed earlier in the meeting regarding Open Records Request and Bylaws
  - Friends - The Friends have agreed to meet more frequently. Their January 4 meeting announced the upcoming Savers clothing drive and Book Sales. That is all they currently have planned for fundraising. They need more people with new ideas to volunteer with the group.
  
- **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 Kelley to adjourn the meeting and move into Executive Session. Seconded by Shauna. All in favor (6-0-0). Meeting closed at 7:25pm

Submitted by Kimberly Burt, Secretary