

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

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

Absent: Heather Alford

Meeting called to order 6:43 pm

Approval of Minutes: Minutes of Trustee's Meeting from January 8, 2024 - Kelley opened discussion, no related discussion. Jane moves to accept the minutes, Kim seconds. All in favor (5-0-0), motion passes.

Approval of Executive Session Minutes from January 8, 2024 - Kelley opened discussion, noted the change of wording in the last few sentences of the first paragraph. Kelley moved to accept the ES minutes with noted revision, Shauna seconds. All in favor (5-0-0), motion passes.

Next meeting: March 14, 2024, 6:30pm

- Old Business
 - Director's Report
 - Kelley moved to open discussion. Discussion opened
 - See Director's Report for full details
 - The SAILS app is not working. SAILS had an issue with their vendor and is actively looking for a new vendor for the app. They are hopeful it will be working again in the near future. You can still access the SAILS catalog via the internet.
 - Following the 1/26/24 meeting and the Wanderer article, Old Colony RVTHS has stepped up to work on a new website for the library. Kristen has met with instructors and students and they are very excited for the opportunity. Work on the website has already begun.
 - The library article for the pad at the basement egress passed at the Special Town Meeting on January 22. There was a vote for the Council on Aging (COA) to rejoin the Town as bylaw employees. This vote did not pass. The COA was removed from the bylaw employee structure at the same time the library was in June 2023. The following day, the COA requested they be allowed to have their board vote for the COA to rejoin the Town's bylaw employee structure.
 - 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
 - There were no additional revisions to the draft reviewed during the January 8, 2024 meeting. Kelley moved to accept the Open Records Request policy as written. Shauna seconds. Roll-call vote - Kim - aye, Kelley - aye, Shauna - aye, Mike - aye, Jane - aye. All in favor (5-0-0), motion passes.
 - Board of Trustees Bylaws
 - Kelley moved to open discussion. Discussion opened.
 - Edit was made to have Library Director submit agendas to the Town for posting on the Board's behalf. Kim asked if #7, section 1 regarding the Standing Committees is in writing. We will find the minutes containing the introduction of the committees (Finance, Personnel, Facilities, Friends, Policy) to confirm. 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**
 - Review List of Current Policies
 - Kelley moved to open discussion, discussion opened
 - The Strategic Plan needs to be updated this year. Kristen has already begun working on it. Kelley and Jane will work with Kristen on the updates. Kristen will share a Google Doc file of all existing Library Policies with the Board for review. There are several in need of update. No policy issued by either SAILS or ALA (American Library Association) can be modified or amended by the Board. Kelley and Kim will review and draft potential revisions for 2 or 3 policies for the next meeting. No further discussion on the topic, Kelley moved to close discussion. All in favor, discussion closed.
 - Review of Annual Town Report for 2023
 - Kristen drafted the Library section for the Annual Report. The Board was in agreement she did an outstanding job of recapping the library's year in review. There will be copies of the Annual Report for 2023 available in the library while copies last. The library maintains current and historical copies in the building as well.
- **Sub-Committee Updates**
 - Facilities - No updates. We will discuss the option of having cabinet doors constructed by an outside vendor given the Carpentry shop at Old Colony is hard at work on a project in Mattapoisett and it is doubtful they will be able to assist during this school year.
 - Finance - No updates
 - Personnel - No updates. We will discuss the details of the last Executive Session and follow-ups in this evening's Executive Session.
 - Policy - Discussed earlier in the meeting regarding review of shared file and policies to review at next meeting
 - Friends - The Friends are hosting a Valentine's raffle of a \$50 Matt's Blackboard gift card and a cheesecake by Cheesecakes by Becky. The raffle will run through Feb 12. Tickets are 1 for \$5 or 3 for \$10. Their Savers fundraiser is scheduled for late March. They will be meeting on March 4.
- **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 and move into Executive Session. Seconded by Shauna. All in favor (5-0-0). Meeting closed at 7:33pm

Submitted by Kimberly Burt, Secretary