

Joseph H Plumb Memorial Library
Meeting Minutes for March 14th 2024

Attendance: Kelley Medeiros (chair), Shauna Makuch, Mike King (treasurer), Heather Alford, Jane Taylor, Kristen Cardoso (Library Director)

Meeting called to order 6:37pm

Approval of Minutes: Minutes of Trustee's Meeting from February 8, 2024 - Jane motions to approve, Mike seconds, all in favor, motion is approved.

Approval of executive meeting minutes from February 8, 2024 - Jane motions to approve, Heather seconds, all in favor, motion is approved.

Next meeting: April 9, 2024 at 6:30 p.m.

Old Business:

- Director's report for February 2024
 - See report for full details.
 - Online services are not being used as much and Kristen is thinking of replacing CreativeBug and possibly World Book.
 - The library will need a new roof. Andrew will be taking this request straight to the town meeting for voters to decide. Right now the estimate is \$30,000.
 - As of right now the library is over its electrical budget.
 - The library has added Maplewood passes.
 - The library's computers need to be replaced. Kristen wants to split the cost by doing half this year and half next year. See February highlights for more information.

- Review Trustees Bylaws
 - Kelley says bylaws have been finished and will not need to be reviewed any further.

New Business:

- March Holiday Hours
 - The library will be open till 5:00 p.m. on Good Friday.

- Director's request to attend the MLA conference
 - Kelley makes a motion to approve Kristen's request to attend the MLA conference, Mike seconds, all in favor, motion is approved.

- Review Collection Development policy
 - Recommendation made by Kelley to remove gift section and refer people to the gift policy. All other changes are acceptable. A motion is made by Kelley to approve the collection development policy with edits, Mike seconds, all in favor, motion approved.

- Review meeting room policy
 - Kristen recommended adding that the capacity for downstairs is 49 people, though there are only 25 chairs available. The name of the library cannot be used for publicity other than the location of said event. A motion is made by Kelley to accept the meeting room policy with edits, seconded by Shauna, all in favor, motion approved.

- Review gazebo, garden & grounds policy
 - This item will be tabled to the next meeting. It will be updated and streamlined. The title of this policy will be updated.
- SAILS recommendation & pricing to update computers
 - Kristen will be using the Gift Fund to update the library's computers. This will include six computers and a laptop. A motion is made by Kelley to approve updated computers for the library using the gift fund, seconded by Mike, roll call vote, 5-0, all in favor, motion is approved.

Sub-Committee Updates:

- Facilities
 - The concrete pad still needs to be poured and the library will need a new roof. The library was informed that Old Colony will not be able to do the cabinet doors on the downstairs cabinets. The lower cabinets are most important and Mike will make a list for Andrew. We'll reach out to the highway department for landscaping.
- Finance
 - Kristen will be able to switch some things around to cover the electric bill.
- Personnel
 - After reviewing Jen and Lisa's contracts the town realized they were both due additional vacation time that they must use before June 30th. Jen and Lisa are working with Kristen to use their time. Their contracts will expire at the end of June. Kristen is still waiting for approval of the budget.
- Policy
 - This is an ongoing discussion.
- Friends
 - The Friends will not renew the Trustees of Reservations passes. The Valentine's Day raffle made \$240. The Savers clothing drive will be held on March 22nd and 23rd. Bunny will be holding a bow making workshop on April 4th. The book sale will be held on May 17th and 18th. Kristen and the Friends are looking to expand the "Library of Things" with items such as memory kits, a karaoke machine, coding kits, a car diagnostic kit, or STEM kits. The next meeting for the Friends is April 8th at 6:30.

Kelley makes a motion to adjourn the meeting at 7:41 p.m., Mike seconds, all in favor, motion approved, meeting is adjourned.