

Joseph H Plumb Memorial Library
Meeting Minutes for April 9, 2024

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

Absent: Kelley Medeiros

Meeting called to order 6:40 pm

Introductions - Formal Board introductions to the (2) two meeting attendees, who will be on the ballot for the (2) two available trustee seats in the May 2024 election.

Approval of Minutes: Minutes of Trustee's Meeting from March 14, 2024 - Shauna opened discussion, no related discussion. Kim moves to accept the minutes, Heather seconds. All in favor (5-0-0), motion passes.

Next meeting: May 14, 2024 (Tuesday), 6:30pm

- Old Business
 - Director's Report
 - Shauna moved to open discussion. Discussion opened
 - See Director's Report for full details
 - The author talk with Matt Davis was well attended, with 23 people attending
 - SAILS app will be updated in the very near future. It has still been experiencing issues
 - Lisa met with a patron who is developing a "foster closet" and will be accepting donations of clothing and other children's items to distribute to children and families in our community who are involved with the foster care system
 - No new information regarding the budget from Fin Com as of late, Jen and Lisa will be receiving their COLA of 2.5%
 - WiFi in the building is still an issue. Kristen has been actively trying to figure out all the components and wires in the building, with little success. She will be reaching out to Verizon/Comcast to see if there is something that can be done to increase/improve speeds with new wiring or hardware
 - No further discussion on the Director's Report, Shauna moved to close discussion. All in favor, discussion closed.
 - Gazebo, Garden & Grounds Policy
 - Shauna moved to open discussion, discussion opened
 - There were no additional revisions to the draft reviewed during the March 14, 2024 meeting. Kim moved to accept the Use of Library Outdoor Spaces (formally known as 'Gazebo, Garden & Grounds) policy with revisions as shown and necessary formatting changes. Shauna seconds. All in favor (5-0-0), motion passes.
- New Business
 - Webinar: Media & Crisis Communications for Trustees & Friends
 - Shauna moved to open discussion. Discussion opened.
 - Jane had the opportunity to view the webinar and feels very strongly the topic would benefit the group as a whole to provide insight and a better understanding of how to create an action plan to better communicate with the community. While we can request access to the webinar through the ALA, several have struggled to gain permissions. We will schedule and post a public

meeting where the Board can watch the presentation together in the library. Tentative date is April 22.

- Volunteer Policy
 - Shauna moved to open discussion. Discussion opened.
 - Kristen expressed concern that the policy in its current state does not have provisions for adult vs youth volunteers. Town Counsel needs to be consulted regarding the inclusion of requiring volunteers to submit to a CORI, as well as who would cover the costs associated. The current policy also needs to include the volunteer application on the policy. We will move this topic to the next agenda to review edits, updates, and potentially vote. No further discussion, Shauna moved to close discussion. All in favor, discussion closed.
- Public Relations Policy
 - Shauna moved to open discussion. Discussion opened.
 - Jane states the webinar previously mentioned may be an asset in our revision of this policy. This policy will be tabled to review at a future meeting. All Trustees should review the policy and prepare feedback for edits. No further discussion, Shauna moved to close discussion. All in favor, discussion closed
- Sub-Committee Updates
 - Facilities - We have been informed that Old Colony will not be able to fabricate cabinet doors. We must begin to research other options. The concrete pad should be poured within the next week or so, weather depending. Andrew told Kristen the insurance company will pay for approx 50% of roof replacement. He still plans to have an article at the May 2024 Town Meeting for the roof. It isn't clear at this time if the \$30,000 ballpark price he mentioned included the amount from the insurance company, or if his request will be reduced by 50%
 - Finance - The electric bill remains a topic of concern. The library is on the Town's "Rochester Community Electric" plan. The Board is in agreement the cost of electricity has increased substantially recently and Kristen has done a great job of moving funds from other lines to offset the cost of electricity. We will continue monitoring this situation
 - Personnel - Jen and Lisa are trying to use their additional (5) five weeks of vacation. They are both able to roll (1) one week that will need to be used by August 2024. Kristen has been putting in extra hours to accommodate their leave requests. There have been no additional details provided by the Town as to how this oversight happened.
 - Policy - Discussed earlier in the meeting. This is an ongoing effort to review and update outdated policies.
 - Friends - The Friends met on April 4. They raised over \$400 at their Savers FUNdrive. They will be holding their Spring book sale on May 17-18. They are always looking for volunteers. They have a few other fundraising ideas planned for the summer/fall. Their annual membership drive has raised \$2,700 to benefit the library. They are still researching museum passess to purchase and working with Kristen to expand the Library of Things
- **Correspondence**
 - There was no new correspondence in the Trustees gmail inbox or received through the library's PO Box. The (2) guests were invited to speak and introduce themselves to the Board.

Motion was made by Jane to adjourn the meeting. Seconded by Heather. All in favor (5-0-0). Meeting closed at 8:21pm

Submitted by Kimberly Burt, Secretary