

Joseph H Plumb Memorial Library
Meeting Minutes for June 13, 2024

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

Meeting called to order 6:35 pm

Approval of Minutes: Minutes of Trustee's Meeting from May 14, 2024 - Kelley opened discussion, no related discussion. Kim moved to accept the minutes as written, Jane seconds. All in favor.

Next meeting: July 8, 2024 (Monday due to scheduling conflicts) - 6:00pm

- Old Business

- Director's Report

- Kelley moved to open discussion. Discussion opened
- See Director's Report for full details
- Landscaping - Kelley proposes creating a social media post for volunteers to help keep the library grounds maintained. There is no available money in the library budget for landscaping, and the Friends would rather not fund landscaping at this time. Speak with Friends to see if they will email their membership as this is an ongoing issue. Kristen stated she has a few dedicated patrons and their small children that have worked diligently to clean the grounds of winter debris and weeds and did an amazing job. Ideas on the table for donations of plants, these plants should be locally sustainable and low maintenance.
- No further discussion on the Director's Report, Kelley moved to close discussion. All in favor, discussion closed.

- New Business

- Officers & Committee Representatives for FY2025

- Kelley moved to open discussion. Discussion opened
- Heather moved to nominate Kelley as Chair. Mike seconds. Kelley accepts nomination
- Heather moved to nominate Shauna as Vice Chair. Mike seconds. Shauna accepts nomination
- Kelley moved to nominate Mike as Treasurer. Shauna seconds. Mike accepts nomination
- Jane moved to nominate Kim as Secretary. Mike seconds. Kim accepts nomination
- Standing committees for FY2025 are as follows: Friends - Shauna, Finance - Jane, Building/Grounds - Mike, Policy - Kelley, Personnel - Heather
- Jane moved to elect officers for FY2025. Mike seconds. Roll call vote - Mike - aye, Jane - aye, Heather - aye, Kelley - aye, Shauna - aye, Kim - aye. All in favor (6-0-0). Motion passes

- 2024 Director Evaluation

- Kelley moved to open discussion for the 2024 Director Evaluation. Discussion opened.
- See Director Review for full details
- Kristen has exceeded all expectations set for her during her first full year as director. She is engaging with patrons and continuously goes above and beyond for the staff, patrons, and building. She's continued to build relationships with other town directors, and is looking forward to continuing that work with the new Town Administrator (when hired).
- Heather moved to accept the 2024 Director Evaluation. Shauna seconds. All in favor (6-0-0), motion passes.

- Library Staff FY2025 Contracts
 - Kelley moved to open discussion. Discussion opened
 - Town Counsel has returned the FY2025 staff contracts with minor edits, resolving the vacation loophole found at the end of FY2024
 - Kelley moves to accept the FY2025 Library staff contracts as written. Mike seconds. All in favor (6-0-0). Motion passes

- Sub-Committee Updates
 - Facilities - No set roof replacement date as of this meeting. Andrew has told Kristen it is scheduled for mid-July, weather depending. No updates on cabinet doors, Mike will look for reputable cabinet fabricators to see if we can get a reasonable price.
 - Finance - Electric bill remains an issue. Have done a good job at moving other available funds around to cover the short-fall. Questioned if staying in the Rochester Community Electric program is the best decision. Check electric rates to see what is best.
 - Personnel - Jen and Lisa have been working to use up the extra (5) five vacation weeks they had. There will be some hour roll-over (Jen 27.5, Lisa 37.5) and roll-over hours must be used by October 2024.
 - Kelley moved to approve Jen, Lisa, and Kristen rolling over a week of their FY2024 vacation hours to FY2025. Heather seconds. All in favor (6-0-0)
 - Policy - No updates. Will review Policy Manual for next policy to update
 - Friends - Friends had a successful book sale, raising almost \$1,000 even though the sale was held indoors. They will meet again on August 1, 2024 to discuss holiday plans and possible fall fundraiser ideas.

- **Correspondence**
 - A thank you card was received from Superintendent Mike Nelson for the donations to Rochester Memorial School.

Motion was made by Kelley to adjourn the meeting. Seconded by Jane. All in favor (6-0-0). Meeting closed at 7:32pm

Submitted by Kimberly Burt, Secretary