

Joseph H Plumb Memorial Library  
Meeting Minutes for July 8, 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 6:30 pm

Approval of Minutes: Minutes of Trustee's Meeting from June 13, 2024 - Kelley opened discussion, no related discussion with the exception of revising the header to the minutes with the corrected date. Kelley moved to accept the minutes with revision, Mike seconds. All in favor.

Next meeting: September 12, 2024 6:30pm

- New Business - NOTE: New Business was discussed first due to Kelley needing to excuse herself before the end of the meeting.
  - Staff Contracts
    - Kelley moved to open discussion. Discussion opened
    - Kristen announced she had received an email from Jen and Lisa regarding their new contract language
      1. The language used in the Sick Leave (Attachment B) is different than what they've been historically offered as employees with the updated revisions made by Town Counsel,
      2. Section 5 of the Employee Agreement regarding outside employment should reference the Director and not the Board,
      3. The fact that the Town has closed on days following holidays (this past July 5) that library employees were not entitled to
    - Kristen mentioned there has been discussion among the Personnel Board to potentially return library employees to the Town's compensation plan in the future. This discussion will be continued and updated accordingly.
    - In regards to section 13, line C of the Employee Agreement on Holiday Pay, Kelley moved to strike the sentence "The Employee shall be entitled to the same holidays as all other town employees." Shauna seconds. All in favor, motion passes (6-0-0)
    - In regards to Attachment B, section 4 of the Employee Agreement on Sick Leave, Kelley moved we revert the Employee Agreements to the original language
    - In regards to Section 5 of the Employee Agreement, Kelley moved to accept the proposed language for outside employment to have the Director give permission rather than the Board. Shauna seconds. Roll call vote - Kelley - no, Shauna - no, Heather - no, Kim - no, Jane - yes, Mike - no. Motion does not pass (1-5-0)
  - Kelley excuses herself from the meeting at 7:13pm due to prior engagement.
- Old Business
  - Director's Report
    - Shauna moved to open discussion. Discussion opened
    - See Director's Report for full details
    - Landscaping - Jane proposes we reach out to a few local landscapers (SK Landscape, George Papadakis, Mr Bill's Landscape) for the library grounds cleanup. The Friends are not on board with having to fund the grounds cleanup with their fundraising dollars, they prefer at this time to raise funds for programming and special events. Kristen says that although donations to the gift fund have slowed tremendously since her start as director, she's confident she can find the

money to have a good cleanup of the property completed, and perhaps volunteers can maintain. Jane will call for pricing and explain the scope and report back to the group on her findings.

- No further discussion on the Director's Report, Shauna moved to close discussion. All in favor, discussion closed.

- **Sub-Committee Updates**

- Facilities - Roof will be done in the next week or so. Still no movement on the cabinet door project, there just aren't funds available for a project that could cost upwards of \$2,500. The safety of the doors is important as well as the look, so having a qualified cabinet installer is important.
- Finance - Start of FY25, no updates
- Personnel - no updates
- Policy - Hot Spot Policy, a policy for Drop Boxes to be added to next meeting agenda
- Friends - no updates. August meeting scheduled

- **Correspondence**

- No correspondence received

Motion was made by Shauna to adjourn the meeting. Seconded by Jane. All in favor (6-0-0). Meeting closed at 7:46pm

Submitted by Kimberly Burt, Secretary