

Joseph H Plumb Memorial Library
Meeting Minutes for September 12, 2024

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

Meeting called to order 6:32 pm

Approval of Minutes: Minutes of Trustee's Meeting from July 8, 2024 - Kelley opened discussion, no related discussion. Jane moves to accept the minutes as written, Mike seconds. All in favor.

Next meeting: October 10, 2024 6:30pm

- Open Comment - Rochester resident Arlene Carreiro
 - Ms. Carreiro requested to address the Board and proceeded to read a letter expressing her heartfelt gratitude for Kristen and the assistance she has offered. Since meeting Kristen she has made several observations about Kristen's work ethic, how she doesn't just work at the library, she truly loves the library. Kristen recently stepped in and provided Ms Carreiro with assistance navigating some significant life situations, finding resources and obtaining information, which was an invaluable resource to Ms Carreiro. In closing, Ms Carreiro expressed how Kristen consistently goes above and beyond her title as Library Director, how clear it is that she loves her job and her patrons, and is so much more than just an asset to the library and the town.
 - The Board requested a copy of the letter to be added to Kristen's file and also would like to send a copy to the Selectboard for their records.

- Old Business
 - Director's Report
 - Kelley moved to open discussion. Discussion opened
 - See Director's Report for full details
 - Mahoney's has offered Andrew a discount on a replacement door for the basement egress to replace the existing door that is cracked. Andrew accepted and will be replacing the door in the near future
 - Kristen has successfully identified and removed some of the existing, antiquated internet equipment that was serviced by Comcast's free internet service and created a new wireless network using the Verizon modem the library already pays for and has significantly increased the internet speeds in the building
 - No further discussion on the Director's Report, Kelley moved to close discussion. All in favor, discussion closed.
 - Follow up on landscaping progress
 - George Papadakis did an amazing job cleaning the grounds. The gift fund covered his \$1,275 invoice
 - Moving forward the Board/Director will need to consider some provisions to have the library grounds landscaped regularly to keep it safe and clean for patrons and programming
 - The DPW mows the grounds fairly consistently, but they do not have the manpower to weed whack. Mike King (Library Trustee) and Andrew Daniel (Facilities Manager) have been stepping in to weed whack through the summer
 - Anticipated annual landscaping budget should land around \$3,000 for fall/spring clean up
 1. Kristen will check with town treasurer to see if there is an opportunity to modify the existing library trust fund(s) to potentially earn more interest and use some proceeds to cover landscaping expense

2. Potential to solicit volunteers to landscape regularly. This has been difficult in the past to get consistent helpers, and will need to verify liability coverage/insurance. The Volunteer Policy is still being reviewed by Town Counsel
3. Pay for the services then ask for more budget once it is realized this is an ongoing need and should be considered moving forward

- New Business

- Priorities for Town Master Plan

- The town has alluded to being able to offer the library support in achieving Master Plan action items, especially landscaping. Other action items that will cost the library money are the improvements to technology infrastructure and replacing the aging outdoor bookdrop. The Board would like to invite the Friends organization to the next Board of Trustee meeting to discuss their current fundraising capabilities, and the current financial needs of the library to see where they could best spend their fundraising proceeds
- Expansion of Library of Things, there is the potential to lean on the Friends for support funding the wishlist of items in this collection
- Shauna moves to approve the proposed list of Town Master Plan Action Items. Mike seconds. Roll call vote: Jane - aye, Heather - aye, Shauna - aye, Mike - aye, Kim - aye, Kelley - aye. All in favor (6-0-0). Motion passes

- Need for AED

- The library remains one of the only town buildings without an AED. Considering the population of the library, having one in the building would be beneficial. The current cost of the device (\$2,500) is impossible for the library to purchase in its current budget. The Dept of Public Health will potentially offer a discounted unit, but will not donate one. There may be a grant available, but they aren't typically easy to obtain. AEDs are not required in public buildings in MA, and given our proximity to the Police station, it is fair to expect a quick response should an emergency occur. AEDs last for approximately 8 years before needing replacement.
- Given the items the library needs and the lack of funds, the Board discussed the need for a "Wish List" prioritized by what is most important. Kristen agreed and will discuss with the staff for their input and create a document to share with the Board

- List of Upcoming Holidays and Related Closures

- Kristen prepared a list of FY2025 holidays and closures currently on the schedule. The only TBD closure currently listed is the annual town holiday party which the library closes at 1pm for staff to attend
- Kim moves to accept the FY2025 list of Holidays and Proposed Closures. Jane seconds. Roll call vote: Shauna - aye, Mike - aye, Kim - aye, Kelley - aye, Jane - aye, Heather - aye. All in favor (6-0-0). Motion passes

- Review of Hotspot Policy

- Jane moves to accept the Joseph H Plumb Memorial Wi-Fi Mobile Hotspot Borrowing Policy and User agreement as presented with edits and include the edit to the word "fines". Shauna seconds. Roll call vote: Heather - aye, Mike - aye, Kim - aye, Kelley - aye, Jane - aye, Shauna - aye. All in favor (6-0-0). Motion passes

- Sub-Committee Updates

- Facilities - Downspouts were checked to make sure there is no water entering the basement. Cabinet doors are still an issue. The Old Colony team is busy, but Mike will follow up again. Mike will provide assistance to Andrew if needed to resolve defective basement door issue
- Finance - Two months of FY2025 off to good start
- Personnel - no updates
- Policy - Review bylaws for next meeting

- Friends - Fall book sale is scheduled for Sept 27/28. Savers clothing drive will be the following weekend to be able to use leftover books as part of the drive. This will eliminate the need of having someone else come and pick up leftovers and will boost the funds raised by the Friends. Their next meeting in October will be to elect officers and begin planning for Holiday fair

- **Correspondence**

- One message received inquiring what the Board uses when reviewing/rating the Director's performance. A blank copy of the director's review form was provided.

Shauna moves to adjourn the meeting. Seconded by Heather. Roll call vote: Kim - aye, Kelley - aye, Mike - aye, Jane - aye, Shauna - aye, Heather - aye. All in favor (6-0-0). Meeting closed at 7:51pm

Submitted by Kimberly Burt, Secretary