

Joseph H Plumb Memorial Library
Meeting Minutes for October 15, 2024

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

Meeting called to order 6:02 pm

Introductions - Board introduced themselves to the evening's guests - Cam Durant, new Town Administrator and members of the Friends of JH Plumb Library board.

Kelley opened discussion with the guests.

Cam Durant, Town Administrator was welcomed to speak to the board. Highlights of his introduction of himself to the board was announcing town budget season would be starting sooner than typical, but the library budget would be given some flexibility due to the monthly meeting schedule.

The Friends board members were welcomed by the board and invited to speak. Kristen explained to the Friends the Trustees were actively reviewing the library's part of the Town's Strategic Plan and welcomed the Friends to give feedback on what they could potentially provide fundraising support in order for the library to achieve its strategic goals.

Mike King (treasurer) joined the meeting at 6:17pm.

The Friends touched on the goal of expanding the Library of Things and explained they have a preliminary list of items they are hoping to purchase and add to the circulation of the Library of Things. A few items they mentioned were a karaoke machine, a voltage meter, and a projection screen. They are hoping to discuss and finalize the list at their next board meeting on October 17.

Another strategic objective is the grounds upkeep. Kristen explained it is difficult to find the money in the current budget to afford regular landscaping services. Most of the budget is limited to where and how it can be spent, and the town budget did not leave much space to add this line item in the FY25 budget. While the town does mow the lawn, the weed whacking has been done both by Mike King volunteering his time and Andrew Daniel, facility manager, when he has time in his schedule. The Board has discussed the need to have, at a minimum, a spring and fall clean up by a landscaping company. Getting regular volunteers is increasingly difficult. Historically, the library's Gift Fund has supported activities such as landscaping, but gifts to the library have waned and most donations to the library are now received through the Friends organization. The Friends were asked if they could contribute to a landscaping budget and/or another strategic goal of a new outdoor book drop, as the one currently outside is in disrepair and is difficult to open and close. The Friends said they will discuss these two strategic goals at their meeting and see what they could potentially offer with their fundraising endeavors.

Kelley moved to close discussion with the TA Cam Durant and Friends board members. All in favor. The guests were welcomed to stay for the remainder of the meeting or excuse themselves.

Approval of Minutes: Minutes of Trustee's Meeting from September 12, 2024 - Kelley opened discussion, no related discussion. Shauna moved to accept the minutes as written, Heather seconded. All in favor.

Next meeting: November 12, 2024 6:00pm

- Old Business
 - Director's Report
 - Kelley moved to open discussion. Discussion opened
 - See Director's Report for full details
 - There has been significant weeding done in the Children's Non Fiction section. There were many titles on the shelf from the 1980s and it was time to remove them from circulation
 - When the basement door was replaced it was also necessary to replace the alarm sensor. The replacement sensor cost \$120
 - Kristen has joined the SAILS board
 - The town provided Kristen with the trust fund(s) portfolio. TA Cam Durant asked Kristen to email him to see if they could work with accounting for ways to diversify the existing library trusts
 - No further discussion on the Director's Report, Kelley moved to close discussion. All in favor, discussion closed.

Shauna excused herself at 6:38pm due to a prior engagement

- Volunteer Policy
 - The board reviewed feedback on the Volunteer Release and Waiver of Liability form from Town Counsel.
 - Kelley moved to accept the Volunteer Release and Waiver of Liability form and the Volunteer Policy and Application with noted edits. Mike seconded. All in favor (4-0-0). Motion passes.
- New Business
 - Board of Trustees Bylaws
 - A provision should be included in the bylaws for a general vote to take place at the annual meeting of officer elections to also grant the board chair the authority to make decisions of immediate importance (e.g - closing, weather related issues) on behalf of the board. This is in response to instruction by the Town Counsel that if the library needs to close early for any reason, this closure needs to be retroactively voted on by the board at the next meeting. By granting the chair this authority, that will circumvent the need to hold a retroactive vote.
 - Heather moved to delegate the chair have the authority to make decisions requiring immediate attention for library closures on behalf of the board. Kim seconded. All in favor (4-0-0). Motion passes
 - Resident request to use the library as a donation drop site
 - Kristen was approached by a resident for approval to use the library as a drop off site for collecting donations. With limited information given by the resident, Kristen had to decline due to the space constraints the library has
 - Kristen expressed the need for a policy to determine how and when the library can accommodate requests to be a donation drop off point which encompasses the size of donation boxes and timeframe the boxes can remain on site. While it is disappointing we cannot accommodate many of these requests, a clear policy will better explain the library's position. Kelley will draft a policy for donation boxes with Kristen's help after reviewing other libraries policies on this matter
 - Resident Bev Ciaburri requested to address the board regarding her non-profit organization "Rochester Christmas Angels" which provides Thanksgiving and Christmas meals to lower income families in town and holiday gifts for lower income children and elderly in town. Historically Lisa's youth members (formally Junior Friends, now known as Plumb Youth Group) would design flyers/cards. Bev inquired if this will be allowed this year. While the library staff cannot partner with the organization to provide

support to their mission, Kristen will ask Lisa if her youth group can continue to design the flyers/cards. Lisa can facilitate and provide oversight for this activity, if there is interest from her youth members.

- **Sub-Committee Updates**

- Facilities - Basement door has been replaced. Trim work was completed. There is still no resolution for the cabinet doors. It was suggested we just remove the cabinets all together. There is storage available for the materials currently housed in the cabinet area and removing the cabinets and counter will provide a better location for table/chair storage. There is also a larger amount of free cash available for request at Town Meeting, we may have the opportunity to request funding for cabinet doors through the capital planning committee
- Finance - no updates
- Personnel - no updates
- Policy - Kelley will work on the donation drop off policy and internet/wireless policy
- Friends - Friends raised \$675 at their book sale fundraiser in September and planned their Savers funDrive for the following week to have an outlet to clear out leftover books. They have historically used a company to come pick up books following the book sale, but one company has gone out of business and the last book sale resulted in many trips to local book drop donation boxes. This time by holding the books for a week until the Savers drive, they were able to not only receive \$0.02/pound for books, but it allowed them to earn several Savers donation incentive goals and qualify for additional fundraising dollars from Savers. They are anticipating the Savers donation drive to have raised over \$500, with incentives. The Friends have continued their mission to offer more adult programming, there recently was a mammogram talk with a local doctor, a speaker is coming in November to discuss how to care for and preserve delicate textiles, and the much anticipated Friends Holiday Fair is scheduled for early December.

- **Correspondence**

- No new correspondence received

Kelley moved to adjourn the meeting. Seconded by Mike. All in favor (4-0-0). Meeting closed at 7:15pm

Submitted by Kimberly Burt, Secretary