

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

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

Meeting called to order 6:10 pm

Approval of Minutes: Minutes of Trustee's Meeting from October 15, 2024 - Kelley opened discussion, revisions needed were to fix Mike King's name in minutes as Mike Taylor. Edit to word nonfiction. Jane moved to accept the minutes with the noted revisions, Shauna seconded. All in favor.

Next meeting: December 2, 2024 6:00pm

- Old Business
 - Director's Report
 - Kelley moved to open discussion. Discussion opened.
 - See Director's Report for full details.
 - No update from Event Keeper regarding the new system. Kristen is trying to receive a refund for the balance of subscription previously paid for but unused. Most of the other calendar options Kristen has researched are far more expensive than what we had been using. Using Google forms may be an option for registrations, but Google Calendar is not very user friendly.
 - No recent update on the website development with the Old Colony students. SAILS has informed Kristen they will be able to assist with a seamless transition once the website is ready. In the interim, Kristen has become quite adept at navigating needed improvements to keep the website working.
 - Kristen's draft of the budget includes increases for all staff, director included. The board reminded Kristen to make sure she requested an increase that reflected her value to the library as her increase in last year's budget was a lower request than typical.
 - There has been significant pushback on the new Volunteer Policy and Waiver from the Friends of the Library as well as other potential volunteers. The waiver was provided by Town Counsel.
 - Kristen will be adding a free cash request to the Capital Planning committee to include in the January 27, 2025 Town Meeting to purchase a new drop box. There has been a conversation with the Friends regarding funding ½ the cost, Kristen will request ½ (\$3,000) from Capital Planning and the Friends will vote to cover the rest, if the initial request is approved by the town.
 - No further discussion on the Director's Report, Kelley moved to close discussion. All in favor, discussion closed.
 - Donation Drop-Off Policy
 - Draft of new Donation Drop-Off Policy reviewed by the Board. The library receives frequent requests from local organizations to place their donation boxes for their various missions - food collections, clothing collections, etc - in the library foyer as a designated drop off location. Kristen noted she has one pending for a food drive that will last to just before the Thanksgiving holiday. The Board was concerned that the size and location of the box(es) be appropriate for the size of the library. The RMS PTO currently has a small box to collect receipts for their BoxTops for Education program and the Lion's Club has a box for eyeglasses collections that should be grandfathered in to remain in the library since they occupy such limited real estate and have been welcomed in the library on a consistent rolling basis for quite some time.
 - Kelley moved to make the necessary edits to the policy and present at the December meeting for a vote.

- **New Business**
 - Internet Use and Wireless Policies
 - Kelley opened discussion regarding these two policies. They were last updated in 2008 and 2005 respectively, and it makes the most sense at this time to combine them into one policy. Draft of the policy was presented and will be added to the December agenda for voting.
 - FY26 Budget
 - Kristen presented her draft budget to the Board. There are a few lingering items that will need addressing - landscape budget being a line item that needs to be included in the budget moving forward. The Board will meet earlier in December to review the final budget before Kristen submits on or about December 10.
 - Draft reflects a 2.3% increase in salaries and a 2.35% increase in expenses over FY25, prior to the addition of a landscaping line item.
- **Sub-Committee Updates**
 - Facilities - One of the Carpentry Shop instructors from Old Colony was at the library for a program and measured the cabinets for new doors. This is an amazing development and the Board is incredibly thankful to Mr. Sims and his students for taking on this project.
 - Finance - no updates
 - Personnel - no updates
 - Policy - discussed earlier in meeting
 - Friends - Heather mentioned a brief conversation with Mrs Cruz of the RMS Ambassador program to make a connection for the Friends to possibly utilize the kids in the Ambassador program (5th-6th grade students) to assist at the holiday fair. Kim will mention this to the Friends board at their next meeting.
- **Correspondence**
 - Email received informing us that the Mattapoisett Library Director had resigned and we should ensure our Meeting Room Policy is up-to-date and that the Trustees are aware of their responsibilities with regards to this policy.

Kelley moved to adjourn the meeting. Seconded by Heather. All in favor (6-0-0). Meeting closed at 7:44pm.

Submitted by Kimberly Burt, Secretary