

Joseph H Plumb Memorial Library  
Meeting Minutes for December 2, 2024

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

Meeting called to order 6:05 pm

Approval of Minutes: Minutes of Trustees Meeting from November 12, 2024 - Kelley opened discussion, revisions needed were to edit out the duplication of "at this time" in Internet Use Policy section, and rephrase to Director Report recap regarding drop box request to Capital Planning. Discussion closed. Kelley moved to accept the minutes with the noted revisions, Mike seconded. All in favor.

Next meeting: January 9, 2025 6:00pm

- Old Business
  - Director's Report
    - There was no Director's Report for this meeting due to moving the meeting up in order to review the budget prior to the submittal deadline.
  - Non-profit Collection Box Policy
    - Kelley opened discussion.
    - Kim questioned whether the provision for RMS PTO and Lion's Club boxes being long-term collection boxes fit under the scope of "...specific timeline...", Kelley agreed that this encompasses almost grandfathering them in and they will be allowed to remain indefinitely.
    - Kim moved to accept the Non-profit Collection Box policy as written. Jane seconded. All in favor. Motion passes (6-0-0).
  - Internet & Wireless Use Policy
    - Kelley opened discussion.
    - Kelley moved to accept the Internet & Wireless Use policy as written with noted amendment to date of policy acceptance. Mike seconded. All in favor. Motion passes (6-0-0).
  - FY26 Budget
    - Kelley opened discussion.
    - Kristen prepared (3) three draft options reflecting the various amounts of funding to be considered to add to the Building and Grounds line item (\$1,500, \$3,000, and \$5,000, respectively). Landscape maintenance is a significant concern for the library, as patrons frequently comment on the lack of upkeep to the beds, gazebo, and garden. Also, the irrigation system receives spring/fall scheduled service, along with the occasional unscheduled maintenance needs. Historically, Kristen has been able to utilize the gift fund to pay these maintenance related bills, but the gift fund is dwindling and we need to make provisions to ensure the library upkeep does not go by the wayside.
    - Kim presented a verbal quote from Papa's Lawncare of Mattapoisett for annual clean up services (spring/fall and one summer maintenance visit) coming in at between \$2,300-\$2,400. She has experience with this company and ensured the Board they would be pleased with the end result. During the site visit with Papa's Lawncare, Mike suggested removing the majority of the landscape beds and bringing the grass back up to the building. This would be significantly easier to mow and far more cost effective as far as landscaping goes. Kristen mentioned that the Friends had funded the installation of the landscape beds and may want to keep them. A

conversation will be had with the Friends board regarding this information and get their feedback for moving forward. Until then, the beds will be maintained. The formal proposal from Papa's Lawncare is expected to be included as substantiation for the budget increase request, along with the previously received quote from George's Landscaping totalling \$5,000 for annual grounds maintenance.

- Kelley moved to accept the FY26 budget totalling \$273,101 with the \$5,000 increase to Building Maintenance line item for presentation to the town. Jane seconded. All in favor. Motion passes (6-0-0).

- **Sub-Committee Updates**

- Facilities - Andrew painted the front door and bulkhead in the same green as the back doors. The front door overlooking the church and town green looks amazing. The bulkhead will need additional coats of paint in the spring.
- Finance - no updates, budget discussed earlier in the meeting
- Personnel - no updates
- Policy - discussed earlier in meeting
- Friends - Kristen is still receiving push-back and questions regarding the new Volunteer policy, mainly surrounding the required waiver. She has had several volunteers complete the form to date, but there are some active members of the Friends board who will not sign the waiver and thus are no longer allowed to volunteer. This has created an uncomfortable position, as the library depends on its dedicated volunteers, mainly the Friends group, but if they will not sign the waiver, they unfortunately cannot continue to serve the library. Kristen is unsure as to how this will impact the library moving forward, there are occasions where library staff cannot be present during a Friends-sponsored event, relying on the Friends volunteers to manage the event. The Friends struggle to get volunteers as it is, and if the core members are not allowed to volunteer, the library may not be able to host Friends-sponsored programming for the community in the future. Kristen has reached out to Town Counsel for advice. The Friends Holiday Open House is scheduled for Saturday December 14. There will be raffle baskets and a bake sale. This is their biggest fundraiser of the year, outside of their membership drive.

- Kristen provided an update regarding the website rebuild that was being done by the Old Colony students. The design department adviser reached out to Kristen to inform her that due to a new school policy, the students can no longer work on projects for outside clients and thus all work on our website has ceased. They also cannot present us with the work completed to date, as that would violate the policy. The website construction was scrapped. Kristen has reached out to SAILS and feels confident she can update the necessary pieces of the current website to increase its functionality and usability. Kelley will reach out to some colleges to see if they could assist with the rebuild. Again, due to the astronomical costs of building a brand new website, this is out of the library's reach at this time. Website updates will be added to future agendas for possible action items needed.

- **Correspondence**

- No correspondence at this time.

Kelley moved to adjourn the meeting. Shauna seconded. All in favor (6-0-0). Meeting closed at 6:50pm.

Submitted by Kimberly Burt, Secretary