

Joseph H Plumb Memorial Library  
Meeting Minutes for January 9, 2025

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

Meeting called to order 6:10 pm

Executive session opened at 6:13 pm.

Executive session closed at 7:13 pm. Cam Durant (Town Administrator) excused himself from the remainder of the meeting.

Approval of Minutes: Minutes of Trustees Meeting from December 2, 2024 - Kelley opened discussion, edited out word "considering" in line of FY26 section regarding landscaping. Kim moves to approve minutes with edit. Heather seconds. All in favor (6-0-0). Motion passes.

Next meeting: February 10, 2025 6:00pm

- Old Business
  - Director's Report
    - Kelley moved to open discussion. See Director's Report for full details.
    - No refund from Plymouth Rocket for the balance of unused event calendar subscription. Plymouth Rocket has closed their doors and left no further contact information. Kristen feels the refund may be a lost cause at this point. She is continuing to research other viable event calendar options, the next best option she's found (WhoFi) comes at an annual subscription rate of \$1,450 annually, over double the annual cost of Plymouth Rocket. The main challenge is to find a suitable replacement that does everything the library needs (build a calendar and manage sign ups). Eventbrite and Signup Genius were offered as suggestions but neither have the features needed specifically for the library.
    - Town Counsel stated they would like all volunteers to complete the Conflict of Interest training, MA GL states this is not applicable for volunteers. Because our volunteers, with the exception of possibly the Friends executive board, are not in decision making positions, it would seem the Conflict of Interest training would be unnecessary. Kelley requested this be added to next month's agenda for a vote on how to proceed.
- New Business
  - Update Historical Collection Policy
    - Kelley opened discussion. Kristen and Jen did a great job updating this policy. The library has quite an extensive historical collection, but displaying it in a way the community can enjoy it remains an issue. Kristen and Jen have done a great job at preserving a good portion of it and the majority remains stored in the basement. This will be added to the agenda for next month to vote on approval.
- Sub-Committee Updates
  - Facilities - Andrew is out for surgery. The cabinet doors are almost complete!
  - Finance - Electric bill...any more to say?
  - Personnel - no updates/discussed earlier in executive session. Heather will remain in touch with Kristen
  - Policy - discussed earlier in meeting
  - Friends - Meeting next week. Will vote on book drop funding.
- Add a brainstorming session for the Strategic Plan update to next meeting agenda

- **Correspondence**

- No correspondence at this time.

Kelley moved to adjourn the meeting. Kim seconded. All in favor (6-0-0). Meeting closed at 7:59pm.

Submitted by Kimberly Burt, Secretary