

Joseph H Plumb Memorial Library  
Meeting Minutes for February 10, 2025

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

Meeting called to order 6:04 pm

Approval of Minutes:

- Minutes of Trustees Meeting from January 9, 2025 - Kelley opened discussion, no related discussion. Kelley moved to approve minutes as written. Kim seconded. All in favor (5-0-0). Motion passes.
- Minutes of Executive Session Trustees Meeting from January 9, 2025 - Kelley opened discussion, no related discussion. Kelley moved to approve minutes as written. Shauna seconded. All in favor (5-0-0). Motion passes.

Next meeting: March 13, 2025 6:00pm

- Old Business
  - Director's Report
    - Kelley moved to open discussion. See Director's Report for full details.
    - WhoFi calendar service has offered the library a free 60-day subscription followed by \$175 per month thereafter. Kristen has launched this calendar service and it looks like it will be a good fit for the library. She will update as she familiarizes herself with the product. It is the most economical service to tick all the checkboxes the library needs as far as calendar and sign-ups in one inclusive location.
    - Several community volunteers have stepped up to fill the need for children's programming through the winter months. Kristen has several adult programs lined up for the winter/spring.
  - Update Historical Collections Policy
    - Kelley moved to open discussion regarding the updates to the Historical Collections policy, no related discussion. Kelley moved to approve the Historical Collections policy as written with the addition of the current revision date added. Jane seconded. Roll call vote: Kim (aye), Shauna (aye), Heather (aye), Jane (aye), Kelley (aye). All in favor (5-0-0). Motion passes.
- New Business
  - Review Annual Town Report for 2024
    - Kelley moved to open discussion. Kristen did a great job including all of the library's achievements over the past year. The library offered quite a breadth of events, programs, and services during 2024. Jane questioned if some of the programs could be columnized or bulleted for easier reading, Kristen said she thinks the current format is how the town prefers to have the reports submitted, but will check.
    - Shauna moved to accept and submit the Report of the Joseph H. Plumb Memorial Library for the Year 2024 as written. Kelley seconded. Roll call vote: Kim (aye), Heather (aye), Jane (aye), Kelley (aye), Shauna (aye). All in favor (5-0-0). Motion passes.
  - Exempt Library Volunteers from Conflict of Interest Training
    - Kelley moved to open discussion. It is agreed that library volunteers should be exempt from this training as they do not have or exercise any governmental authority from their position as a support volunteer.
    - Kelley moved to exempt library volunteers from needing to complete Conflict of Interest Training as they do not have or exercise governmental authority and do not participate in or have

responsibility for government decision-making, contracting, hiring, investigation or any other discretionary governmental action. Shauna seconded. Roll call vote: Kim (aye), Heather (aye), Jane (aye), Kelley (aye), Shauna (aye). All in favor (5-0-0). Motion passes.

- Review Long Range Plan 2021-2026 and discuss future Plan
  - Kelley moved to open discussion. As a group we need to plan accordingly and prepare our input for the next Long Range Plan (LRP) (2027-2031). Looking through the current plan which was drafted prior to Kristen's employment as well as the majority of the Board's tenure, there are a few items in the plan that in hindsight were difficult to achieve. We will form a committee for brainstorming, Kelley, Jane, and Kim volunteered to sit on the committee, along with Kristen, who has already begun her preparations for the LRP. We will reach out to the community via survey(s), highlights in the newsletter, etc. for their input and involvement on the committee. This should be a bullet on future agendas to keep the Board updated on the progress. Building improvements should be an important focus of this LRP, the need for building/parking expansion as well as the potential for energy-saving opportunities. These items may have grants associated with them and further investigation will need to be done in preparation.
- Summer Reading Program Planning
  - Kelley moved to open discussion. In Lisa's absence the library needs to make a plan to ensure the Summer Reading Program (SRP) is able to be executed as this is a highlight of the summer for many patrons. Kelley suggested forming a committee to plan and execute the SRP. Shauna volunteered as a member of the Friends group, Heather volunteered as a member of the Board. The Board as a whole agreed we will all step up in some capacity to ensure the SRP meets or exceeds the community's expectations. A survey/focus group for input and additional committee members will need to be sent out as soon as possible, and a call to action for volunteers and securing the paid programming will need to be done quickly as many offerings tend to fill up. Ms Rhonda and her Backyard Band Jams will be returning this year, she is a community favorite.
- Sub-Committee Updates
  - Facilities - Cabinet doors look amazing. Andrew will be stopping by to install the hardware. Kim offered to bring in cabinet child safety lock clips to prevent children from opening the doors.
  - Finance - With four months remaining in FY25, we have approximately \$400 remaining in the electric line item. While Kristen has the ability to move money from other line items within the budget, we do need to make sure we make provisions to increase this for the next budget session. Solar was discussed as a possible option, will check with the Historical Commission regarding the feasibility. Kristen was informed that there is the ability to request reassignment of budget funding to other line items during the month of June and will be following up on this as that time nears.
  - Personnel - Jen's review is complete, signed off, and filed. Lisa's review was reviewed and returned by Town Counsel but Kristen did not have time to submit prior to Lisa starting her leave. Will revisit upon her return.
  - Policy - Kelley/Kristen will review policies for the next policy needing updating.
  - Friends - Spring book sale fundraiser is scheduled for late April and their Savers FUNdrive will be held the following week. These are two big fundraisers for the group.
- Correspondence
  - No correspondence at this time.

Jane moved to adjourn the meeting. Kelley seconded. All in favor (5-0-0). Meeting closed at 7:44pm.

Submitted by Kimberly Burt, Secretary