

Joseph H Plumb Memorial Library
Meeting Minutes for March 20, 2025

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

Meeting called to order 6:03 pm

- Action Items

- Discussion regarding the Town of Rochester Personnel Board's request to return library staff to town's Classification & Compensation plan.
 - Kelley moved to open discussion. The Board reviewed an email from Jane Friedman, town counsel's representative, regarding the option available to return library staff (excluding Director) to Classification plan given the new revisions to the Personnel Bylaw. Cam Durant (Town Administrator) gave the Board a breakdown of the policy's revisions - the Personnel Board would not have the authority to hire or terminate employees, they would maintain the role as the 2nd step in the grievance process (department head, Personnel Board, town administrator), by moving library staff back to the Classification plan there would be equity and cohesiveness among all similar town employees. The Board expressed its concern that the library staff is not adequately represented on the current Classification & Compensation plan and historically were included in the same classification with other administratively employed town staff, which fails to fairly reflect the roles and responsibilities of library staff, resulting in an inequitable pay scale. By keeping library staff as contracted employees, this allows the Board of Trustees to better manage the pay scale of staff to better align with similar library staff in similar surrounding municipalities, while being cognizant of the town's Classification & Compensation plan to ensure consistency.
 - Kim motioned to move all non-exempted library employees to the town's Classification & Compensation plan under the Personnel Bylaw pending the Personnel Board's update to the current Classification Rate Card to better represent library staff and their roles and duties and upon final review of the new classification and rates and approval of the Board of Library Trustees. Mike seconded. All in favor (5-0-0). Motion passes

- Old Business

- Updated Town Personnel Bylaws
 - Kelley moved to open discussion. The Board decided to defer this topic to the next meeting to give the Personnel Board the opportunity to review our request and the Board to have a better idea of whether the library staff will be returning to the town's Classification & Compensation plan or if we need to review and adopt sections of the bylaw revisions.

- New Business

- Recent Executive Order regarding the Institute of Museum and Library Services (IMLS)
 - Kelley would like to draft a letter on behalf of the Board to send to State and Federal leaders regarding our position on the current IMLS cuts and how that impacts services to libraries such as ours. Kelley will draft a letter and present at our next meeting.

Kim moved to adjourn the meeting. Heather seconded. All in favor (5-0-0). Meeting closed at 7:51pm.

Submitted by Kimberly Burt, Secretary