

Joseph H Plumb Memorial Library
Meeting Minutes for June 12, 2025

Attendance: Kelley Medeiros (chair), Kimberly Burt (secretary), Heather Alford, Mike King, Jane Taylor, Kristen Cardoso (Library Director). Guests: Andrew Daniel, Town of Rochester Facilities Director. Absent: Shauna Makuch.

Meeting called to order 6:35 pm

Andrew Daniel addressed the Board's questions and concerns regarding the potential solar project for the library roof. His opinion on the project is that the library just had its roof replaced (2024) and he would rather not see the solar panel penetration on the new roof, especially since the savings by leasing the panels is not incredibly significant in terms of lowering our energy costs. Andrew has proposed changing all lighting fixtures in the main library areas to low-energy LED fixtures, included in his budget so there will be no cost to the library. He has also proposed two other significant energy saving ideas - replacing the existing oil furnace with a high efficiency gas furnace given that the library has access to gas, and replacing the antiquated AC unit with a new high efficiency one. Both of these items will need to go to the Capital Planning committee as well as a Town Meeting vote, but he feels the library will have good chances of approval given the library does not request much as far as capital improvements and we always do our best to partially fund (drop box) and/or seek out rebates (basement mini splits).

Jane was disappointed to move away from the solar project, but the Board is in agreement that maybe a larger discussion with Town leadership may ignite interest in speaking with PowerOptions regarding town-wide solar options because they deal primarily with municipal projects and we could all share in the benefits.

Andrew did replace (2) two of the memorial trees on the property - one was replaced with a Rhododendron, the other with a Viburnum "Summer Snowflake" - both options are hardy plants that will grow larger over time and do well in the areas they are located (part shade). Both plants were purchased from Sylvan's Nursery in Westport. The remaining trees on the property look to be in good health, one needs some pruning and he did remove a significant amount of poison ivy from another.

Andrew excused himself at 7:03pm

Approval of Minutes:

- Minutes of Trustees Meeting from May 12, 2025 - Kelley opened discussion, no related discussion. Kelley moved to accept minutes from May 12, 2025 meeting as written, Mike seconded. All in favor (5-0-0), motion passes.

Next meeting: July 7, 2025 6:30 pm

- Old Business
 - a. Director's Report
 - Kelley moved to open discussion. See Director's Report for full details.
 - Kristen has been nominated to serve as the Treasurer for the SAILS Library Network, which she accepted and will step into the role July 1. Both Kristen and Jen are active in several SAILS committees.
 - No further discussion, discussion closed.
 - Current Exhibit, Display, and Bulletin Board Policy (2006)
 - Kelley moved to open discussion. This policy is no longer relevant due to combining it with the proposed Art Display Policy.
 - Jane moved to rescind the Exhibit, Display, and Bulletin Board Policy of 2006, Kelley seconded. All in favor (5-0-0), motion passes.

- Draft Art Display & Bulletin Board Policy
 - Kelley opened discussion. This policy will encompass the former policy as well as including policy for the display of community art.
 - Kelley moved to accept the Art Display & Bulletin Board Policy with a revision to #4, remove the word “library” and replace it with “director” and place a period after the word “material” and remove “judged to be unsuitable”. Mike seconded. All in favor (5-0-0), motion passes.
- FY26 Contracts for Library Staff
 - Kristen advised the Board the Town has requested, moving forward, all contracts be signed and submitted along with the FY budgets in January. The Board expressed concern with this request, and will research and seek guidance on its feasibility.
 - Kelley moved to accept FY26 library staff contracts for Jen Frasier and Kristen Cardoso as written. Mike seconded. All in favor (5-0-0), motion passes.
- Library Assistant for Youth Services Recruitment
 - Kristen has interviewed over 13 candidates for the position and has 5-6 candidates she would like to invite back for a second round of interviews with one or two trustees present. Jane and Kelley both offered to sit in on the next round of interviews. Kristen will make the arrangements and update the Board at the July meeting.
- New Business
 - Volunteer Policy (2024)
 - Kelley moved to open discussion. The Board proposes adding a sentence at the end of the paragraph beginning with “Volunteers should be aware...” regarding the Director having the discretion to accept volunteers on an as needed and as appropriate tasks allow. Revision will be added for vote at July meeting.
 - Officers & Committee Representatives for FY26
 - Kelley moved to open discussion and nominations. Heather nominated Kelley to remain as chair of the Board, Kelley accepted. Kelley nominated Kim as secretary, Kim accepted. Kelley nominated Mike to serve as Treasurer and Heather as the secondary appointee, both accepted.
 - Shauna was nominated to remain vice-chair, but due to her absence, a vote was put on hold until the July meeting.
 - Subcommittee nominations - Kelley proposed keeping all committee representatives as-is since they work well. Everyone was in agreement.
 - Vote for Friends committee seat is on hold until the July meeting due to Shauna’s absence.
 - Kelley moved to accept all officers and committee seats, with the exception of Shauna’s nominations. Heather seconded. All in favor (5-0-0), motion passes.
 - Library Director Evaluation
 - Kelley moved to open discussion. Kelley presented Kristen with her annual review, again a stellar review highlighting her strengths of navigating a difficult year with personnel and staffing issues, her continuing partnership with other town departments and outside boards to advocate for the library and secure funding we otherwise may not have received. The Board would like to see improvements in using earned time off, as well as receiving feedback from the Board that may lead to difficult conversations but also could drive innovation and overall improvement of the library. The Board is grateful to have Kristen as the library director and appreciates her service to the community and partnership with the Board members.
 - Kelley moves to accept Kristen’s annual review. Heather seconds. All in favor (5-0-0), motion passes.
 - List of Upcoming Holidays and Related Closures
 - Kelley moved to open discussion. Kristen provided the proposed list of holidays and closures for FY2026. The only addition to the list is the requested closure on July 5, 2025 the Saturday

following Independence Day. This is a historically low-traffic day and with the holiday landing on Friday this year, Kristen is not anticipating much if any in the way of patrons visiting.

- Kelley moved to accept the list of FY26 Holidays and Proposed Closures. Mike seconded. All in favor (5-0-0), motion passes.
- Approval of Vacation Carryover for Library Staff
 - Kelley moved to open discussion. Kristen and Jen have a week of vacation time from FY25 they would like to carry over to FY26.
 - Jane moves to accept the request to carry over vacation time. Mike seconded. All in favor (5-0-0), motion passes.
- Sub-Committee Updates
 - 1) Facilities - Discussed earlier in the meeting.
 - 2) Finance - Budget will be depleted to end FY25.
 - 3) Personnel - Discussed earlier in the meeting.
 - 4) Policy - no update, revisions to Volunteer Policy discussed earlier in the meeting.
 - 5) Friends - Friends are actively seeking new board members. Book sale and Savers drive were both successful, netting almost \$1,400 for the library. The Friends have been invited to have a fundraiser table at the rodeo.
 - 6) Strategic Planning - no updates
 - 7) Summer Programming - SRP kickoff was well attended - 25 participants in total.
- **Correspondence**
 - a. No correspondence at this time.

Kelley moved to adjourn the meeting. Heather seconded. All in favor (5-0-0). Meeting closed at 8:00 pm.

Submitted by Kimberly Burt, Secretary