

Joseph H Plumb Memorial Library
Meeting Minutes for July 23, 2025

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

Meeting called to order 6:05 pm

Shauna Makuch excused herself at 6:30 pm.

Approval of Minutes:

- Minutes of Trustees Meeting from July 7 2025 - Kelley opened discussion, no related discussion. Shauna moved to accept minutes of July 7, 2025 meeting as written, Jane seconded. All in favor (5-0-0), motion passes.

Next meeting: Sept 8, 2025 6:30 pm

A. Old Business

- 1) Open Officer & Committee Representative Positions for FY26 - Kelley opened discussion. Shauna was absent from the previous meeting and Kelley proposed making her co-chair again. Shauna accepted. Kelley made a motion to approve, Jane seconded. All in favor (5-0-0), motion passes.
- 2 & 3) FY26 Contract for Library Assistant for Youth Services and FY26 Contract for Library Assistant for Circulation Services - Kelley opened discussion. Town counsel reviewed the contracts. Kristen provided the status of the offers for the two open positions. Jane made a motion to approve the contracts, Heather seconded. All in favor (5-0-0), motion passes.
- 4) Code of Conduct & Customer Behavior Policy - Kelley opened discussion. The documents will be reviewed and updated for a vote next meeting.

B. New Business

None

C. Sub-Committee Updates

None as the previous meeting was at the beginning of the month.

D. Adjournment at 7:20pm called by Kelley and seconded by Jane.