

Joseph H Plumb Memorial Library  
Meeting Minutes for September 8, 2025

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

Meeting called to order 6:35 pm

Approval of Minutes:

- Minutes of Trustees Meeting from July 23, 2025 - Shauna opened discussion, no related discussion. Shauna recused herself from the vote due to leaving the July 23 meeting early. No motion due to no quorum. Will vote on approval at the October meeting.

Next meeting: October 6, 2025 6:30 pm

- Old Business
  - a. Director's Report
    - Shauna moved to open discussion. See Director's Report for full details.
    - Fuchsia Haskell, Library Assistant for Youth Services started on July 28.
    - The library received a grant from the Massachusetts Broadband Institute (MBI). Kristen submitted a request for some new computer equipment.
    - Good turnout for the end of Summer Reading program in August and Fuchsia will be starting storytime back up in the fall. There will also be some adult programming scheduled in the fall as well - chainsaw sculpture and bead therapy workshops. There will also be a special guest author visiting the COA book group.
    - Kristen is starting to put together ideas for the 50th anniversary of the library to be held in April.
    - No further discussion, discussion closed.
  - Code of Conduct & Customer Behavior Policy
    - Shauna moved to open discussion. No related discussion. Shauna moved to accept the Code of Conduct & Customer Behavior Policy as written, Mike seconded. All in favor (4-0-0), motion passes.
- New Business
  - Closing for Town Employee Luncheon
    - There will be a luncheon held for all town employees on September 12 from 11am-1pm. Kristen is requesting the library be open from 1pm-5pm that day in order for the staff to attend the luncheon. Jane moved to open the library from 1pm to 5pm on September 12, Shauna seconded. All in favor (4-0-0), motion passes.
  - FY26 Position Title Changes - Library Assistant to Librarian
    - Kristen introduced the idea to change the title of the two library assistant positions to better reflect what the positions are. Fuchsia's title would be Youth Service Librarian and Jen's would be Circulation and Technical Services Librarian. A motion on changing titles will be sought at October's meeting.
  - FY25 SAILS Value of Service Documents
    - The Plumb Library's value of membership came in at \$225,517. Our library performed 107,145 circulation transactions and 1,864 cataloguing transactions. By using the SAILS line only for staff, it saves the library quite a bit - instead of paying \$6,547 last year the library saved \$2,857.
  - 50th Anniversary of Plumb Library and 250th US Anniversary in 2026
    - The 50th anniversary of the library being in the current building and the 250th anniversary of the USA are both in 2026. Kristen is hoping to do a re-dedication ceremony for the library in April.

- Sub-Committee Updates
  - 1) Facilities - No update
  - 2) Finance -Nice to see money coming out of the wages line. Will continue to talk more in the future about town-wide plans for solar panels. Kristen will add to a future agenda.
  - 3) Personnel - No update
  - 4) Policy - Kristen will select another policy to update for October's meeting
  - 5) Friends - Friends had a decent amount at the August rodeo, but definitely not as good as the first two times. Krystle from the OCPTO asked the Friends to have an informational table at their Fall Festival. Friends Membership mailer is going out to the town in the next few days. Yarn sale raised \$1,400. The Friends purchased a pop-up tent for the library to use at outdoor events. Book sale is 9/26-9/27. Savers drive is 10/11.
  - 6) Strategic Planning - no updates
  - 7) Summer Programming - Went very well.
- **Correspondence**
  - a. No correspondence at this time.

Mike moved to adjourn the meeting. Jane seconded. All in favor (4-0-0). The meeting closed at 8:00 pm.

Submitted by Heather Alford