

Joseph H Plumb Memorial Library
Meeting Minutes for October 6, 2025

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

Meeting called to order 6:36 pm

Approval of Minutes:

- Minutes of Trustees Meeting from September 8, 2025 - Kelley opened discussion, brief discussion surrounding if the July 23, 2025 meeting minute motion was valid due to only four board members present and one abstaining from the vote. We will review meeting law and add a revote on the minutes of the July 23 meeting to the November agenda in the event we will need to vote again for their acceptance. Kim moved to accept the September 8, 2025 meeting minutes with the amendments to who closed the meeting (Jane/Mike) and correcting spelling error in Heather's last name. Heather seconded. All in favor (6-0-0), motion passes.

Next meeting: November 10, 2025 6:30 pm

Old Business

- Director's Report
 - Kelley moved to open discussion. See Director's Report for full details.
 - Kristen and Andrew were notified of money remaining for library improvements from a capital improvement allocation from 2007. The town is allowing the library to use these funds and Andrew will be putting them towards rebuilding the ramp, repairing the siding that faces the gazebo, and repairing our underground electric service. All much needed building improvements.
 - Kristen will be presenting draft staff contracts at the November meeting to get the process started in advance of budget submission deadlines. There has been no further discussion from the town regarding the Classification and Compensation move.
 - Kristen has decided the library's 50th anniversary will be celebrated in August to align with the actual month the building opened. She has been working with SAILS for commemorative library cards in honor of the celebration.
 - No further discussion, discussion closed.
- FY26 Position Title Changes for Library Assistants to Librarians
 - Kelley moved to open discussion. While Janet's title is most fitting given she is an actual assistant, both Jen and Fuchsia are responsible for all the tasks of their departments and only report to the director. They should be identified as librarians in charge of their roles and not assistants.
 - Kelley moved to change the titles of both Library Assistant of Youth Services and Library Assistant for Circulation and and Technical Services to Youth Services Librarian and Circulation and Technical Services Librarian, respectively. Heather seconded. All in favor (6-0-0), motion passes.

New Business

- Town-wide Solar Options
 - Kelley moved to open discussion. Jane is interested in exploring options of a town-wide solar that could benefit the library. Kelley and Jane will speak with Cam to see if they could be heard at a Selectboard meeting regarding options to bring solar to town buildings collectively. Discussion closed.

- Plumb Library Mission Statement
 - Kelley opened discussion. Kristen has selected the Mission Statement as the next policy for review since it has not been updated since 2003. The current mission statement is concise and to the point. Kelley will prepare a few draft options for review at the next meeting. Discussion closed.

Sub-Committee Updates

- 1) Facilities - Mr. Sims has generously offered to have his carpentry students at Old Colony perform the necessary repairs to the cabinet housing Captain Dexter's rock collection. The library will have to pay for the materials. Kristen is excited to have as many library artifacts on display as we celebrate 50 years in the building. She is also hoping to have the gazebo repaired/repainted, and all the plaques on the grounds cleaned and repaired if needed.
- 2) Finance - No update
- 3) Personnel - No update
- 4) Policy - No update
- 5) Friends - The Friends are having their annual meeting on October 9, where they will be electing new officers. The current president will be stepping down. There is some concern for the organization's stability, the only candidate for president is not sure she wants the position. The Friends have raised over \$9,000 for the library over the last year alone and provide valuable support. They are in need of more engaged members of the community, most importantly more volunteers to help at their fundraisers. Typically it is the same 6-8 people who volunteer to help.
- 6) Strategic Planning - Kelley and Jane will meet with Kristen in November/December for a status update.

Correspondence

- No correspondence at this time.

Kelley moved to adjourn the meeting. Mike seconded. All in favor (6-0-0). The meeting closed at 7:45 pm.

Submitted by Kimberly Burt