

Joseph H Plumb Memorial Library
Meeting Minutes for May 14, 2024

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

Call In: Kelley Medeiros, chair

Meeting called to order 6:36 pm

Approval of Minutes: Minutes of Trustee's Meeting from April 9, 2024 - Kelley opened discussion, no related discussion. Shauna moved to accept the minutes, Mike seconds. All in favor (6-0-0), motion passes. Minutes of Trustee's Meeting from April 22, 2024 - Kelley opened discussion, no discussion on minutes, webinar will be discussed later in the meeting. Kim moved to accept the minutes, Heather seconds. All in favor (6-0-0), motion passes.

Next meeting: June 13, 2024 - 6:30pm

- Old Business
 - Director's Report
 - Kelley moved to open discussion. Discussion opened
 - See Director's Report for full details
 - Andrew has submitted a warranty claim through Mahoney's for the defective fiberglass door
 - The tent for summer programming will not be erected this year due to the location of irrigation lines. Staff is getting creative for other options for outdoor programs
 - The roof repair was approved at Town Meeting. ETA on the repair is sometime in June/July 2024
 - Contracts - Kristen's evaluation will be completed by June meeting and new staff contracts are pending review by Town Counsel to ensure accuracy
 - No further discussion on the Director's Report, Kelley moved to close discussion. All in favor, discussion closed.
 - Webinar: Media & Crisis Communications for Trustees & Friends
 - Webinar viewed at the library on April 22, 2024
 - Kelley moved to open discussion. Discussion opened.
 - Webinar stressed the importance of one cohesive voice by the Board and staff. Follow the "Miller Test" for applicability, risk vs consequence depending on the issue at hand. Some circumstances are best handled on a case-by-case basis, with or without Town Counsel input.
 - May consider creating Library Fact Sheets, staff and board bios to increase visibility in the community and present a clearer picture of their roles in the community
 - Volunteer Policy
 - Kelley moved to open discussion on Volunteer Policy. Discussion opened.
 - No age limit on volunteers to allow for the inclusion of Lisa's youth group members
 - CORI required for age 17 and up, add line on application for parental signature (for minors)
 - Kelley moved to accept the Volunteer Policy with edits and cleaned up formatting, Shauna seconds. Roll call vote: Kelley - aye, Heather - aye, Mike - aye, Jane - aye, Shauna - aye, Kim - aye. All in favor (6-0-0), motion passes

- Public Relations Policy
 - Kelley moved to open discussion on Public Relations Policy. Discussion opened.
 - Remove first paragraph on page 2 regarding budget for printing, etc. A request with the Friends can be submitted for any extensive PR campaigns by the library
 - Jane moved to accept the Public Relations Policy with edits, Mike seconds.
Roll call vote: Kelley - aye, Heather - aye, Mike - aye, Jane - aye, Shauna - aye, Kim - aye. All in favor (6-0-0), motion passes

- New Business
 - No new business on the agenda at this meeting

- Sub-Committee Updates
 - Facilities - Roof approved, insurance covering half, Town funds covering other half. Replacing the fascia as well. The cement pad in front of basement egress will be done in June. No updates on cabinets, looking for other cost-effective options
 - Finance - On track to close out FY24
 - Personnel - No update
 - Policy - Discussed earlier in the meeting. This is an ongoing effort to review and update outdated policies.
 - Friends - Book sale this weekend - Friday/Saturday. Next Friends meeting 6/4.

- Correspondence
 - Contacted by the ORR Book Club regarding collecting books and other items for the More Than Words organization. After review of their inquiry, it would be best to either invite them to present their request to the Board directly, or provide additional information regarding what exactly the scope of a short-term initiative encompasses.

Motion was made by Kim to adjourn the meeting. Seconded by Shauna. All in favor (5-0-0). Meeting closed at 7:56pm

Submitted by Kimberly Burt, Secretary