

**Joseph H Plumb Memorial Library  
Meeting Minutes for March 14th 2024**

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

Meeting called to order 6:37pm

Approval of Minutes: Minutes of Trustee's Meeting from February 8, 2024 - Jane motions to approve, Mike seconds, all in favor, motion is approved.

Approval of executive meeting minutes from February 8, 2024 - Jane motions to approve, Heather seconds, all in favor, motion is approved.

Next meeting: April 9, 2024 at 6:30 p.m.

**Old Business:**

- Director's report for February 2024
  - See report for full details.
  - Online services are not being used as much and Kristen is thinking of replacing CreativeBug and possibly World Book.
  - The library will need a new roof. Andrew will be taking this request straight to the town meeting for voters to decide. Right now the estimate is \$30,000.
  - As of right now the library is over its electrical budget.
  - The library has added Maplewood passes.
  - The library's computers need to be replaced. Kristen wants to split the cost by doing half this year and half next year. See February highlights for more information.
- Review Trustees Bylaws
  - Kelley says bylaws have been finished and will not need to be reviewed any further.

**New Business:**

- March Holiday Hours
  - The library will be open till 5:00 p.m. on Good Friday.
- Director's request to attend the MLA conference
  - Kelley makes a motion to approve Kristen's request to attend the MLA conference, Mike seconds, all in favor, motion is approved.
- Review Collection Development policy
  - Recommendation made by Kelley to remove gift section and refer people to the gift policy. All other changes are acceptable. A motion is made by Kelley to approve the collection development policy with edits, Mike seconds, all in favor, motion approved.
- Review meeting room policy
  - Kristen recommended adding that the capacity for downstairs is 49 people, though there are only 25 chairs available. The name of the library cannot be used for publicity other than the location of said event. A motion is made by Kelley to accept the meeting room policy with edits, seconded by Shauna, all in favor, motion approved.