

Joseph H. Plumb Memorial Library
17 Constitution Way
Rochester, MA 02770
508-763-8600 | www.plumblibrary.com

Notice of Library Trustees Meeting

In accordance with the Massachusetts Open Meeting Law, notice is hereby given that the following meeting of the Board of Library Trustees has been scheduled:

Date: Tuesday, December 12, 2023

Time: 6:30 PM

Location: Joseph H. Plumb Memorial Library

Agenda

1. Call to order - Chairperson
2. People of the Agenda
 - a. Glenn Cannon, Town Administrator – *Discussion and Possible Vote*
3. Approval of Minutes
 - a. Minutes of the Trustees Meeting on November 9, 2023 – *Discussion and Possible Vote*
 - d. Next Meeting Date:
4. Action Items – Chairperson
 - a. **Old Business**
 - 1) Director's Report for November 2023 - *Discussion*
 - 2) Review Gift Policy – *Discussion and Possible Vote*
 - 3) Review Programming Policy – *Discussion and Possible Vote*
 - 4) Review Trustees Bylaws – *Discussion and Possible Vote*
 - 5) Email addresses for Trustees & Public Records Requests – *Discussion and Possible Vote*
 - 6) Website Redesign Proposal from Renaissance Web Solutions – *Discussion and Possible Vote*
 - b. **New Business**
 - 1) Town Holiday Party & Library Hours on December 15 – *Vote*
 - 2) Staff Positions, Raises, & FY25 Library Budget – *Discussion and Possible Vote*
 - c. **Sub-Committee Updates**
 - 1) Facilities
 - 2) Finance
 - 3) Personnel
 - 4) Policy
 - 5) Friends
5. Correspondence
6. Adjournment

Respectfully submitted,
Kristen Cardoso, Library Director
Dated: December 7, 2023