

# Ventress Memorial Library

Board Meeting  
October 16, 2019

Those present: Cyndee Marcoux, Wally Coyle, Suzanne White, Michelle Noonan, Alexander Duncan and Matt Gustafson.

1. **Call to order**

Mr. Coyle called the meeting to order at 6:04 PM.

2. **Approval of Minutes**

Mr. Coyle made a motion to approve the September 18, 2019 minutes. Mr. Duncan and Mr. Gustafson seconded, all were in favor.

Before the meeting, Ms. Marcoux wanted to ask for approval to open at 1:00pm on a Monday in November. She wanted to have a training session on shelf reading and shelving. Mr. Duncan made a motion to approve the training. Mr. Coyle and Mrs. White seconded all were in favor.

3. **Directors Report**

- a. Ms. Marcoux informed the trustees that the checkout statistics are false due to the auto renewals. .
- b. The YA Librarian has started her programming. She is making herself known so the kids know she is here. School has just started and she will be holding a 3D printer demonstration, as well as continuing with Dungeons and Dragons.
- c. Kathleen O'Connor our circulation sub, has received her Master's in Library Science. She will be switching to be a reference sub. She will also assist Chris Woods with sorting and cleaning out the History Room.
- d. Nancy Hickey our Adult Reference Librarian will be out for 3 months starting in December after her surgery.
- e. Karen Jenks donated 700 hours of her sick time to Aly Bates, which gave Aly another 17 weeks of pay.
- f. Ms. Marcoux stated that there will be no more Adult Dungeons and Dragons. The participant has declined. She will revisit it if there in more interest in the future.

4. **Miscellaneous/Special Events**

- a. The Library will be open on Sundays from January thru April. Ms. Marcoux told the trustees that there will be 3 staff members working. Ms. Marcoux will fill in if someone calls out sick.
- b. Ms. Marcoux presented the new holiday hours to the trustees, she will verify the hours with the Town Administrator. Mr. Coyle made a motion to approve the holiday hours. Mr. Duncan and Mrs. White seconded the motion.
- c. The Friends of the Library will be holding a Trivia night at Haddad's. Tickets can be purchased at the Library's Reference Desk. Mr. Gustafson made the suggestion of adding the Trivia night to the patrons' check out receipt.
- d. Mr. Coyle announced Jean H. Christensen's retirement from the Board of Trustees. He would like to honor her by renaming the Friend's Book Nook , in her name. She would also receive a copy of the plaque. He would like to present it to her by Dec 31<sup>st</sup>m inviting the Town Administrator, Board of Selectman and the Friends of the Library. He suggested having a get together on a Saturday, possibly for 2:00pm-4:00pm. Ms. Marcoux suggested, inviting her to the Harping thru the Holidays concert on Dec 7<sup>th</sup> at the Library, after the concert, the trustees can present the plaque to her, with refreshments.

- e. Ms. Marcoux told the trustees that they will advertise the open trustees position in the Children's room, with the idea of getting a younger candidate with small children.

**5. FY20 Budget Update**

No further updates.

**6. Emergency Exit Policy**

- a. Ms. Marcoux has been updating the Emergency Plan. She would like to hold a fire drill for the staff. She would also like to have the Fire Chief review the plan. There is concern for the Library Plaza. If there is a program in either of the 2 rooms. She suggested having a practice fire drill as well as an unscheduled drill. Initially the staff at the Reference desk would be making the announcement to the patrons to evacuate the building. It will now be the staff at the circulation desk to make the announcement. Ms. Marcoux will look into purchasing a bullhorn, to make it easier for the patrons to hear. Mr. Coyle made a motion to approve the Emergency Plan on the approval of the Fire Chiefw YA Librarian. Ms. Marcoux will be printing out and downloading the Library layout. The trustees will make the final approval at the next meeting. They suggested that the date be placed on it.

**7. Building Updates**

- a. A General Contractor will be replacing the Children's Room Emergency door. The door is rotting away and will need to be reframed. An alarm will be added to the door, as well as to the side lobby door.

Mr. Coyle made a motion for the next Trustee meeting for Nov. 20th, 2019 at 6:00pm. Mrs. White & Mr. Duncan seconded,

Mr. Coyle made a motion to adjourn at 7:25pm. Mr. Duncan & Mrs. White seconded, all in favor.

Respectfully Submitted,  
Lisa McQueeney