

# Ventress Memorial Library

## Trustee Meeting Minutes

October 18, 2023

1. **Call to order**

Trustee Chair Gregory Caille called the meeting to order at 4:05 p.m. In attendance, Chair Gregory Caille, Vice-Chair Michelle Noonan, Dylan White, Dana Forsythe, Wally Coyle and Cyndee Marcoux (Library Director). Absent Gregory Guimond, Robert Marzelli

2. **Approval of Minutes of September 20, 2023**

Trustee Coyle motioned to approve the minutes of June 21, 2023. Trustee Caille seconded the motion; a roll call vote was taken all were in favor.

3. **Directors Report**

The Director went over her report. A discussion of ongoing building issues took place. Trustee Chair Caille will be reaching out to Facilities Director Fred Russell to see if he can meet with him at the library to review all of the current building issues/problems.

4. **Announcements and Correspondence**

- a. No trespass letter was discussed.
- b. Cyndee reminded the Trustees that the Friends Trivia night will be next Wednesday, October 25 at Haddad's. Tickets are \$25 per person or \$20 for members of the Friends.

5. **FY23 Budget Update**

The Town Administrator indicated at the Special Town Meeting that FY23 budget would not be certified until late December or early January 2024.

6. **FY24 Budget Update**

The budget is on track with the exception of Library Automation. This line was and has been underfunded for several years. The Director is hoping to get it fully funded in FY25.

7. **FY25 Budget Draft**

The Director has created a draft FY25 budget. She will send to the Trustees after the meeting for their review. The Town Administrator will be scheduling budget meetings soon.

8. **Set date for next meeting**

The next meeting will be in person on November 15<sup>th</sup> at 4 p.m. Trustee Caille is going to ask our Select Board liaison, Steve Darcy to attend.

9. **Adjourn**

Trustee Noonan made a motion to adjourn at 4:22pm. Trustee Forsythe seconded the motion; a roll call vote was taken all were in favor.

Respectfully Submitted,

Cyndee Marcoux