

Ventress Memorial Library

Board Meeting
November 16, 2016

Those present: Cyndee Marcoux, Greg Guimond, Jean Christensen, Wally Coyle, Alexander Duncan, and Suzanne White.

Mr. Guimond called the meeting to order at 4:05PM.

1. Mr. Coyle made a motion to approve the October 26, 2016 minutes. Mr. Guimond & Mrs. Christensen seconded and all approved.

2. Director's Report:

Mr. Guimond made a motion to increase the Staff Christmas Party fund to \$500, Mr. Duncan and Mrs. Christensen seconded and all approved.

Mrs. Marcoux presented the Draft of the FY18 budget. Included in the budget was the 3% mandatory increase for the Clerical Union, as well as a 2% increase for the Librarian union for 7/1/17. She also included an increase for 1 staff position from 34 hrs to 40hrs. Mrs Marcoux stated that she level funded her pay.

Mrs Marcoux also increased the amount of non-print materials. Mr. Guimond suggested a 2% increase in Books & Periodicals which would bring the amount to \$62,730.

Mr. Guimond moved to accept the Budget as modified. Mrs. White and Mr. Coyle seconded and all approved.

Mr. Guimond made a motion to approve the Director's Report. Mr. Duncan and Mrs. Christensen seconded and all approved.

3. Announcements and Correspondence

No new announcements.

3. Policy Review

Mrs. Marcoux updated the Reserve Policy to state that if there are library materials on the hold shelf and a patron is checking out other items, all hold items must be checked out as well, if not they will be returned to the owning library.

5. Building Updates

- A. Still no updates on the roof repair. Mr. Coyle suggested he can start the power point presentation and come up with amounts.
- B. Bids are still out for the Lead Paint Removal.
- C. The HVAC was broken again. It is same unit which controls, the back portion of the library. This is second time it needed to be repaired.
- D. Mrs. Marcoux reported that Mr. Adams added the Library to the School Dude system, which enables us to submit repairs to him, instead of sending emails.
- E. Mrs. Marcoux stated that she submitted the same items as last time for the Capital Budget. The roof is a priority, but she is not sure of the price to use. She will be looking to see what the prior amounts were.

7. Set date for the next meeting (January 18, 2017)

8. Mrs . White made motion to adjourn at 5:05pm. Mr Guimond and Mr. Coyle seconded and all approved.

Respectfully submitted,

Lisa McQueeney