

Ventress Memorial Library

Board Meeting
November 18, 2015

Those present: Jim O’Gara, Greg Guimond, Jean Christensen, Alexander Duncan, Suzanne White, Michele Noonan, Wally Coyle and Cyndee Marcoux.

Mr. O’Gara called the meeting to order at 4:07PM.

1. Ms. White made a motion to approve the October 21, 2015 minutes. Mr. Guimond seconded and all approved.

2. **Director’s Report:**

- Ms. Marcoux informed the board that NRAS has requested putting letter on the art gallery wall stating that the art is presented by them. The board unanimously voted on a motion by Mr. Guimond and a second by Mr. O’Gara to allow them to hang a removable sign using the same font as what is on the wall now.

-Ms. Marcoux asked for approval to hold a fine free with a donation to the food pantry week the second week in December. This was unanimously voted on a motion by Mr. Guimond and a second by Mr. Duncan.

- The board unanimously voted on a motion by Mr. Guimond and a second by Mr. O’Gara to encumber \$15,000 to restore the administrative assistant’s hours and cover the cost of the Directors step increase.

- The board unanimously voted on a motion by Mr. Guimond and a second by Mr. O’Gara to allow Ms. Marcoux up to \$500 from state aid for a staff Christmas Party.

3. **Announcements and Correspondence**

- New employee review forms are being adopted.

- A new self-directed learning program will be started in January.

- Ms. Marcoux’s review is coming due in January; the board will begin working on it.

- Mr. Duncan attended the Trustee Orientation Conference put on by MBLC.

- The board asked Ms. Marcoux to begin looking at improvements to the staff kitchen.

- The board asked Ms. Marcoux to begin looking at replacing the window in the program room.

4. **Long Range Plan:**

-Ms. Marcoux informed the board that a Long Range Plan can be for 3 to 5 years. The board suggested this plan be for 3 years. Survey responses were discussed. Saturday, November 21st the library will hold a community input session to discuss the survey responses and ideas for going forward. The selectmen will be emailed as well as an email blast going out by OCLN. Survey results will be sent to the Advisory Board.

5. **CPA Grant Application:**

-Mr. Coyle has applied to the CPA for a \$5,000 grant to study the history room improvements.

6. **Friends of the Library State Conference**

- Mr. Coyle attended this conference and shared the interesting information he heard with the Friends.

7. **FY16 Budget:**

-No changes.

8. **FY17 Budget:**

-Version 1 restores the lost positions and includes a 2% increase. Version 2 adds about \$5,000 to meet MAR. The capital budget includes the cost to remediate the back wall by removing lead paint, sealing, and painting.

9. Library Plaza:

-No update.

10. The next meeting was scheduled for January 20, 2016 at 4:00.

11. Ms. Noonan made a motion to adjourn at 5:38. Mr. Guimond seconded and all approved.

Respectfully submitted,

Lisa Hart