

Ventress Memorial Library

Board Meeting
November 20, 2019

Those present: Cyndee Marcoux, Suzanne White, Michelle Noonan, Alexander Duncan, Matt Gustafson and Greg Guimond. Also in attendance was Nancy a possible candidate for the open position of Trustee.

1. **Call to order**

Mrs. Noonan called the meeting to order at 6:06 PM.

2. **Approval of Minutes**

Mrs. Noonan made a motion to approve the October 16, 2019 minutes. Mr. Guimond and Mr. Gustafson 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. Mrs. Christensen's event is still in progress. Invitations have gone out. Mr. Coyle will make sure that Mrs. Christensen will be there.

Mrs. Noonan had asked trustees about their thoughts on the sign that she created. Trustees thought that it was too larger and misunderstood where the sign was being placed. Mrs. Noonan will recreate the sign for approval.

- c. Mr Russell, the facilities Manager installed 4 Carbon Monoxide detectors throughout the Library. Staff had experienced gas odors on several occasions, while HVAC was here.

4. **Miscellaneous/Special Events**

- a. Mr. Guimond announced that the Friends graciously donated \$5,000 to the Library. They will give an additional \$5,000 at a later time.
- b. The Friends of the Library held their Trivia night at Haddad's. It was a great success, they raised \$1,600.
- c. Ms. Marcoux told the trustees that they had a candidate for the open trustee's position. She included the candidate's application in their packet.
- d. There was a homeless gentleman that accessed the Recreation Room, to eat his Pizza and get out of the rain. He was told that he couldn't stay in there and he then threatened to kill himself. The police were called and after speaking with him, they let him go.

5. **FY20 Budget Update**

On track no further updates. Ms. Marcoux had inquired to Mrs McCarthy, the town accountant, of concern for the Substitution payroll budget. Mrs. McCarthy stated that as long as the Library didn't go over the bottom line, it would be fine.

6. **Emergency Exit Policy**

- a. Ms. Marcoux is playing phone tag with the Fire Chief, and will try to reach out again.

7. **Building Updates**

Ms. Marcoux told the Trustees that the heating system needs to be replaced. Some of the parts are obsolete. We are waiting on one part for 1 unit and are operating on 3 units.

Mrs. Noonan made a motion for the next Trustee meeting for Jan. 15th at 6:00pm. Mrs. White & Mr. Duncan seconded,

Mr. Guimond made a motion to adjourn at 7:10 pm. Mr. Duncan & Mrs. White seconded, all in favor.

Respectfully Submitted,
Lisa McQueeney