

# Ventress Memorial Library

Board Meeting  
January 18, 2017

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

Mr. Coyle asked for a moment of silence for the passing of Jack Christensen.

Mr. Coyle called the meeting to order at 4:00PM.

1. Mr. Coyle made a motion to approve the November 16, 2016 minutes. Mr. Guimond & Mrs. White seconded and all approved.

## 2. Director's Report:

Ms. Marcoux stressed concern to the fact that the circulation was down for the month of December as well as receiving 1,000 more items through ILL than we sent out.

Mrs. Marcoux asked for June 9<sup>th</sup> as a staff Development day, as well as closing Saturday, December 23, and staff would use their own time for the half day not paid.

Ms. Marcoux presented the revised FY 18 budget.

Mr. Guimond made a motion to approve the Director's Report. Mr. Duncan and Mr. Coyle seconded and all in favor.

## 3. Announcements and Correspondence

- A. Ms. Marcoux made the Trustees aware by reading a letter that she sent to a Patron in regards to the guidelines of Adult only Programs. This stemmed from an incident during one of the adult programs where children were present.

## 4. Policy Review

- A. Ms. Marcoux is looking to add an additional policy in regards to promoting Authors annually. Currently Mrs. Woods has a yearly local Authors event that seems to be working.  
Mr. Coyle made motion to approve the policy, Mrs. White seconded and all in favor.

## 5. Building Updates

- A. Still no updates on the roof repair.
- B. Ms. Marcoux provided an update to the Trustees with an email she received from Mr. Bullock in regards to the Lead Paint removal.
- C. Front exterior of new building is being delayed by the Architect, due to the amount of windows, which do not meet the Wind Resistance Code.
- D. Ms. Marcoux reported that cabinets in the new program room would be more useful if the doors had a glass front to be used for displays. Trustees suggested switching them over as soon as possible.
- E. Ms. Marcoux reported that the Book Drop is in need of being replaced. The new one would hold more materials and would not require staff to come in on a holiday to empty. She has emailed Mr. Adams to install a cement pad to be placed to the side of the sidewalk. She was told it needs to be run by the DPW. There is a possible Road configuration once the building is completed. Mr. Guimond suggested that an email be sent to DPW, cc the town planner and Building Inspector about the book drop particulars.  
Mr. Coyle made motion to approve the book drop using state funding, Mr. Guimond seconded all in favor.

## 6. **FY17 Budget**

Ms. Marcoux stated that everything is on track. She will be in contact with Mrs. Costa in Accounting to see when the deposit of \$13, 696.28 from State aid will be deposited.

Still no information as to the meeting for the Advisory Board or Capital Budget.

Ms. Marcoux recently found out that Karen Jenks hasn't taken a sick day since 3/10/2014. Karen Jenks cannot be part of the Buyback program because she is a part-time employee. Ms. Marcoux suggested a possible Bonus be given to her. It was suggested by Mr. Duncan that a Gift card be given to her instead. Ms. Marcoux felt she should be recognized and Mr Coyle agreed.

Mr. Guimond made a motion to recognize Karen Jenks with a gift certificate in the amount of \$125.00 to the restaurant of her choice. Mr. Coyle and Mr. Duncan seconded and all were in favor.

Set date for the next meeting (February 15, 2017)

Mr. Guimond made a motion to adjourn at 5:00pm, Mr. Coyle seconded, all were in favor.

Respectfully Submitted,  
Lisa McQueeney