

Ventress Memorial Library

Board Meeting
February 19, 2020

Those present: Cyndee Marcoux, Suzanne White, Alexander Duncan, Matt Gustafson and Dylan White

1. Call to order

In the absence of Mr. Coyle and Mrs. Noonan, Mrs. S. White called the meeting to order at 6:00 PM. The Trustees welcomed Mrs. D. White to the Board. Mrs. S. White presented outdated information, ie: organizational chart, Ventress Staff directory to Ms Marcoux. Mrs. S. White thought these would be helpful to the newer trustees, Mr. Gustafson and Mrs. D. White. Ms. Marcoux has already been updating the Library's information and will present the newer versions at the next meeting.

2. Approval of Minutes

Mr. Duncan made a motion to approve the Jan. 15, 2020 minutes. Mrs. S. White seconded, all were in favor. Suzanne White made a suggestion, because there are now 2 Mrs. White's on the Board, she suggested using Mrs. S. White and Mrs. D. White when recording the minutes.

3. Directors Report

- a. Ms. Marcoux is still tweaking the Circulation Supervisor position. Emma Anderson, the new circulation assistant, will be doing ILL's, comcat and volunteers. She is thinking of going back to school for her MLS degree. The other new circulation assistant, Kimi Martin, has her degree, but is content working the circulation desk at this time.
- b. Ms. Marcoux informed the Trustees, that Mr. Maresco, the Town Administrator approved the change of position for Chris Woods. Mrs. Woods will start her new position on March 2nd as the Head of Reference.
- c. Ms. Marcoux told the Trustees that the Reference Librarian, Nancy Hickey will be out starting March 24th for 8 weeks for foot surgery.
- d. Ms. Marcoux will be re-advertising the Youth Services position as there hasn't been any interest. She does have an interview on March 5th.

4. Miscellaneous/Special Events

- a. Ms. Marcoux is still focusing on putting together a committee for the Long Range Planning committee. It needs to be presented at the April Town meeting. Ms. Marcoux can tweak questions for Community input meeting. She would like to set a date for a Saturday in May. Mrs. D. White, Mrs. S. White & previously, Mr. Coyle volunteered to assist.
- b.

5. FY20 Budget Update

On track no further updates. We will be giving back some of the payroll budget, except for the sub money.

6. Building Updates

- a. Ms. Marcoux told the Trustees that Gone Green had install the new lighting in the parking lot and it is now very bright.
- b. Mr. Duncan asked Ms. Marcoux, if there was any update in regards to the chair rail in the New Program room. Ms Marcoux replied that there hasn't been any movement on that. She also stated that there is still a hole in the Children's room wall from the plumber, after creating a shut off valve for outside.
- c. Ms. Marcoux stated that there is still not update for the installation of new carpeting. The Company never came back with quotes.

Mrs. S. White made a motion for the next Trustee meeting to be held on March 18th at 6:00pm. Mr. Gustfason seconded all were in favor.

Mrs. S. White made a motion to adjourn at 6:50 pm. Mrs. D White seconded, all in favor.

Respectfully Submitted,
Lisa McQueeney