

Ventress Memorial Library

Board Meeting

May 16, 2018

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

1. Call to order

- a. Mr. Duncan called the meeting to order at 4:09 PM.

2. Approval of Minutes

- a. Mr. Guimond made a motion to approve the March 28, 2018 minutes. Mrs. Christensen seconded, all in favor.

3. Election of Officers:

- a. Mr. Coyle elected to Chairman
 - b. Mrs. White elected to remain Vice Chairman
 - c. Mr. Duncan elected to Treasurer
- All in favor for elections.

4. Director’s Report:

- a. Ms. Marcoux announced the new employees: Nancy Hickey, our former substitute for reference, will be the full-time Reference librarian. Charlie Grosholz will be our Young adult/reference librarian starting June 4th.
- b. Ms. Marcoux has asked the Town Administrator if she can hire for substitute circulation staff. Ms. Marcoux can advertise, but hiring will be for July 1st.
- c. Town meeting approved the opening for Sundays, from the first Sunday in December to the end of April. Money is in the account but no line for it. Staff will consist of 4 people for 4 hours.

5. Announcements and Correspondence

- a. Ms. Marcoux informed the Board that Ann Hayden has passed away today. Mrs. Christensen made a motion to send flowers to the Funeral Home. All in favor.
- b. Mrs. Christensen also informed the board that she will contact the library when she feels it is a good time to send flowers to Sheila Zani, as she is continuing her chemotherapy.
- c. Starting July 1st, the Town Treasurer has implemented that the town will no longer accept cash for any payments. Credit cards will be used for all transactions including petty cash. Board made the suggestion that if patrons cannot pay cash for small fines, then they may donate it to Friends. Further discussion on the subject.
- d. Ms. Marcoux let the Board know that Kate Healy & Kelsey Socha will be leaving for Washington DC on June 14th and will be at the next Trustees meeting on June 20th.
- e. Board would like to invite Jacklyn Robinson to the next meeting to discuss the moving of Adelaide Philips painting into the Library Plaza conference room. They feel because of her value, she should be in a more secured area.
- f. Ms. Marcoux stated that Jim Hewitt from the Food Pantry had spoken with Ms. Marcoux in regards to establishing a building policy for the Library Plaza building. The POST program seems to be taking over the kitchen, leaving it a mess. He is concerned about the safety of the building because they leave the doors open. Mr Hewitt will be speaking with the Town Administrator about his concerns.
- g. Mr. Coyle is writing a proposal for a grant in the amount of \$150,000 from the N.E. Documents Preservation Act. This will allow items that are most critical to be fixed and preserved. Historical commissions can also bring items to repair & preserved. Going forward items will be stored in a vaulted

area. This will also allow for 2 library staff members to be trained on the preservation. The money will be used for preservation only and the town will not have access to it. Mr. Guimond made a motion for the Grant, Ms. Marcoux seconded and all in favor.

- h. Ms. Marcoux handed out the results of the appraisal of the items in the Historical room from J. James auctioneers & appraisers.

6. FY19 Capital Budget Update

- a. None

7. FY18 Budget Update

- a. Went over budget, previously, Mrs. Costa, instructed Ms. Marcoux to go over on the lines. Now Mrs. McCarthy doesn't want it that way. Funds need to be taken out of Gift and State aid.

8. Traffic Issues Update

- a. Mr. Guimond informed the Trustees that the Chamber of Commerce is looking to help with the traffic situation. Under their Pedestrian & Safety Improvement, they will be speaking with the Town Administrator. Mr. Guimond made a motion for the Library Director to stay out of it if people start coming to her for questions. Mr. Coyle seconded.

9. Building updates

- a. Roof – Money is in the Facilities' account. Ms. Marcoux is not sure when the repairs will take place. Board would like to know.
- b. Children's Room Renovation – Mr. Guimond will reach out to the Town Administrator for an update as to when renovations can start.
- c. Aisle to New Building, Space Planning – Tucker Library Interiors will be coming out June 8th (same day as the Staff development day) to assemble shelving. Staff will be moving the books and DVDs so that they will be in sight of Circulation staff.
- d. So Shore Drs. has volunteered their time to paint the Friends Book Nook and circulation back wall. Collen Timberlake's daughter and friends had painted shelving for the Friends Book Nook that So Shore Drs will be hanging for displaying books.

Next Trustee meeting will be June 20, 2018.

Mr. Coyle made a motion to adjourn at 5:45 pm, Mr. O'Gara seconded, all in favor.

Respectfully Submitted,
Lisa McQueeney