

Ventress Memorial Library

Board Meeting

June 15, 2016

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

Mr. Coyle called the meeting to order at 4:02PM.

1. Mr. Coyle made a motion to approve the May 18, 2016 minutes. Mr. Duncan seconded and all approved.

2. **Director's Report:**

-Concern for the Meeting Room usage. Ms. Marcoux explained that the Story Times have finished mid-May. Use will increase once summer reading starts.

-Ms. Marcoux inquired about adding a Circulation Supervisor. They would act on behalf of the Head of Circulation when she is unavailable, answering Patron's questions, as well as assisting Patrons with Tech Support. All were in favor and agreed that the position should go through the VLSPA Union.

- Mr. Coyle asked about the restoration of the History Room chairs. Ms. Marcoux replied that LeFort Restoration will be repairing the chairs at a cost of \$100 a chair.

-The Library will be closed on Saturday, July 2nd. Staff agreed to use their own time.

3. **Announcements and Correspondence**

- Mrs. Christensen stated that the Friends of the Library Book Sale brought in \$1,000. She will be meeting with the members to discuss future ways to increase sales. She is also looking into organizing and storing the surplus of books.

-Mr. Coyle mentioned that Mr. Guimond and Ms. Noonan have been reappointed by the Board of Selectmen.

4. **Policy Reviews**

-Ms. Marcoux stated that she has reached out to a few companies, to obtain quotes for signs. There have been no responses, so she will be ordering standard signs.

5. **VML Policy Handbook**

- No questions in reviewing the Employee Handbook. There will be minor corrections made to the Bulletin Board Policy. Mr. Guimond approved the modifications of the Bulletin Board Policy, Mr. Duncan and Mr. Coyle seconded and all approved.

-Mr. Coyle made the suggestion of name tags for the employees, but will discuss at the August meeting.

6. **FY16 Budget**

-No changes.

7. **The next meeting scheduled for August 17, 2016 at 4:00pm**

8. Mr. Coyle made a motion to adjourn at 4:50. Mr. Guimond & Mr. Duncan seconded and all approved.

Respectfully submitted,

Lisa McQueeney