

# Ventress Memorial Library

## Board Meeting

June 21, 2017

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

Mr. Coyle called the meeting to order at 4:12 PM.

### Election of Officers:

Mr. Coyle stated that he will be retiring from Chairperson of Library Trustee.

Mrs. White made a motion to nominate Mr. Duncan as Chairman,

Mr. Coyle made a motion to nominate Mrs. White as Vice Chairman and Mrs. Christensen as Treasurer.

Mr. Guimond seconded and all in favor.

1. Mr. Duncan made a motion to approve the May 17, 2017 minutes. Mr. Guimond approved and Mr. O’Gara seconded and all in favor.

### 2. Director’s Report:

A. Circulation stats were up for the month of May.

B Payroll has been overspent by \$3500, but should be fine. We will not be over budget in the Operating Expense.

C. Library windows have been cleaned inside and out.

D. New lights are being installed and are funded by a grant from Green Community. Three of the buildings will have new light fixtures. We will be a “green library, once they are installed.

E. Mr. Bullock is seeking a bid from South Shore House Doctors for asbestos/Lead removal. Contractor is establishing a quote/bid as he has never done this type of work before. Mr. Bullock is on vacation and will let Ms. Marcoux know as soon as a bid is established.

Mr. Guimond made a motion to approve the Director’s Report. Mr. O’Gara approved, Mr. Duncan seconded and all in favor.

### 3. Announcements and Correspondence

No announcements

### 4. Building Updates

A. Still no updates on the roof repair.

B. Mr. O’Gara expressed concern of the disrepair of the Library’s carpeting. He stated that it needs to be Replaced. Trustees mentioned the \$240,000 that is in the Building Trust fund, for repairs to public bathrooms, water Bubbler and library carpet. Ms. Marcoux suggested inquiring about a Library Space planner. Mr. Guimond agreed. There needs to be a plan for the children’s’ room & old program Room.

C. Trustee voiced concern about the entryway into the new program wing. They feel that a camera should be at the Circulation desk to be monitored daily.

### 5. FY17 Budget

A. No questions.

### 6. FY18 Budget

No questions.

Ms. Marcoux told the Trustees that the Town Hall will be closing on July 3<sup>rd</sup> at 12:30 and asked if the Library could Close as well. Staff could take either Personal or vacation time or make up the hours throughout the week. Mr. Guimond made a motion to approve to close at 12:30. Mr. Duncan seconded, all in favor.

Ms. Marcoux said that with Mr. Longo, the Town Administrator, retiring, she would be looking to get a contract for her position. She will provide the contract for the Trustees to look over. Mr. Guimond made a motion to approve for Ms. Marcoux to obtain a contract. Mrs. White & Mr. Coyle seconded, all in favor.

Mr. Coyle informed the board that the \$5,000 from NEDC was accepted. Between July 19<sup>th</sup> & 20<sup>th</sup>, all documents No furniture or clock will be assessed. We will be looking for the best way to preserve materials. Other materials From the Town Hall can come over for the public.

Next Trustee meeting will be August 16, 2017 and will be held in the new Conference room.

Mr. Guimond made a motion to adjourn at 5:22 pm, Mr. Coyle seconded and all in favor.

Respectfully Submitted,  
Lisa McQueeney