

# Ventress Memorial Library

## Board Meeting

August 16, 2017

Those present: Cyndee Marcoux, Wally Coyle, Greg Guimond, Alexander Duncan and James O'Gara.

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

1. Mr. Guimond made a motion to approve the June 21, 2017 minutes. Mr. Duncan seconded and all in favor.
  
2. **Director's Report:**
  - A. Children's Librarian, Jennifer Struzziero, has resigned and will be working at the Milton Public Library.
  - B. William Tringali's has also resigned to pursue his Master's in Library Science. He will be kept on the books to come back as a Substitute librarian during his breaks.
  - C. South Shore House Doctor's supplied Ms. Marcoux with a quote of \$5,945 for renovation to the children's room. Removing the half wall that separates the Librarian from the public and updating the cabinets near the children's restroom. He will also supply a 30 yard dumpster to remove debris and other unwanted furniture from the program room. Mr. Guimond made a motion for the \$5,945 to come out of State Aid, Mr. Coyle seconded and all in favor.
  - D. Ms. Marcoux provided a quote for new carpeting. Price ranged from \$49,100 for medium grade carpet and \$61,956 for high quality carpet. Mr. Guimond made a motion to ask the Building Trustees to pay for \$72,000 for new carpet and minor updates, Mr. O'Gara seconded and all in favor.
  - E. Ms. Marcoux has sample contracts; Mr. Coyle will work with MS Marcoux in establishing a contract and present it to Trustees. The trustees feel that a contract is necessary, preferably a 5yr contract. Contract will go to Bill Galvin for approval.
  - F. Mr. Guimond made a motion to approve Directors Report, Mr. Duncan seconded and all in favor.

### 3. Announcements and Correspondence

- A. Ms. Marcoux passed around a Thank you letter she received from Cub Scouts Pack 97, for allowing them to use the Program room.
- B. Ms. Marcoux also received a letter of Interest from Brendan Coyne, to be considered for a Trustee.

Unfortunately, because of his employment in Boston, he wouldn't be able to attend every monthly meeting. It was mentioned that the Board meetings could start later to entice more candidates.

- C. Mr. Coyle updated the Trustees with the ongoing Grant for NEDC. Mary Boland? Was here for 2 days, she will be writing up her findings. The Historical committee/society does not have enough room to store all documents and items. A proposal for Veterans Housing has been slated for the Hancock building, which currently stores Historical items. MS Marcoux told Mr. O'Gara that they should remove all items and store them in the History Room at the Library for Security reasons. Suggestions were made to frame some of the maps and display them in the new Conference Room. Mr. Coyle will write up draft for proposal of grant money once he receives the report from Mary.

### 4. ARIS Report

- A. Circulation is down 2% for the month. Patrons are using the library for other things. Ms. Marcoux stated That we are still receiving a lot more Interloans books from other libraries. If you lend more than you Borrow, you will get more state aide.
- B. Mr. O'Gara asked why we didn't have Play Aways, as he has to borrow them from Duxbury. Ms. Marcoux stated that there wasn't a lot of interest in them, when we had them, but she would look into reviving them again.

**5. FY17 Budget**

Final figures from Barbara Costa were \$6,500 from state aid, for salaries and expenses.

**6. FY18 Budget**

No questions.

**7. Policy Review**

Policy for the New Program has not changed as the public is not using the new program room. There is no monitoring yet and not sure how to handle that. An idea of using Blink cameras for security was mentioned. The Program Room is still only being reserved until 7:45. There was some discussion of possibly charging fees for after library hours. Question was brought up as to who will be maintaining the rooms, discussion of hiring someone from 6p-10p. Possibly for 4hours for 4 days at \$15.00 an hour, would be \$12,504 a year. Using a revolving account to pay for employee? Start with Caroline, then Rocco. Ms. Marcoux informed the trustees that she would be away for at least 3 weeks in November. There will be no November Board meeting; meeting will be scheduled for December

Next Trustee meeting will be September 20, 2017 and will be held in the new Conference room.

Mr. Guimond made a motion to adjourn at 5:40 pm, Mr. Coyle & Mr. O’Gara seconded and all in favor.

Respectfully Submitted,  
Lisa McQueeney