

Ventress Memorial Library

Board Meeting
September 19, 2018

Those present: Cyndee Marcoux, Suzanne White, Wally Coyle, Michelle Noonan, Greg Guimond and Jim O’Gara

1. **Call to order**

- a. Mr. Coyle called the meeting to order at 4:05 PM.
Mr. Coyle welcomed Michelle Noonan back from her recovery.

2. **Approval of Minutes**

- a. Mr. Coyle made a motion to approve the June 20, 2018 minutes. Mr. Guimond & Mrs. White seconded, all in favor.

3. **Director’s Report**

- a. Ms. Marcoux informed the Trustees that the library is now fully staffed, with the hiring of Sharon Mara, circulation assistant and Jennifer Spiliakos, children’s assistant. The library has also hired circulation & reference substitutes for the impending Sunday openings. Ms. Marcoux is still waiting to hear from Town hall as to how to pay the employees.
- b. Employee evaluations will not be completed by September 21st. Ms. Marcoux and Nikole Kelleher, the circulation supervisor should have them completed by next week. Trustees will do Ms. Marcoux evaluation, as will Mr. Maresco, the Town administrator.
- c. The security cameras are up and operating. They can be accessed thru Lisa McQueeney’s computer, which is connected to the Town Hall.
- d. Ms. Marcoux has asked for a meeting for the Building Trust, so that she may ask for approximately \$2,500, for the painting of the Children’s Program room. She is reaching out to the electrician to see if they can switch out the lighting as well. The carpet is ready and waiting for Ms. Marcoux go ahead.
- e. Ms. Marcoux informed the Trustees that the State Aide is complete; she is rechecking it one more time.

3. **Announcements and Correspondents**

- a. Mr. Guimond told the trustees, that he was approached by the CPC, inquiring about the flood zone at the library. He informed them that the library was in a flood zone. The CPC needs to have all items, documents 3 feet about the flood area. Therefore, the History room will not be a good location to preserve the items. Mr. Coyle stated that \$11,000 from an architect study will determine where the documents can be placed. The thought of moving them to the upper level of the Library was discussed. Further renovations will have to be done to preserve as much as possible. Mr. Coyle is still going forward with the grant and will keep everyone informed. July 1, 2019 is the deadline.
- b. Upon completion of the Children’s program room, Mr. Coyle would like to create a sign, thanking the Building trust for renovations. He will email Ms. Marcoux with the exact wording.
- c. Kelsey Socha, the children’s librarian, met with the MBLC for the grant for the Teens& Tweens Area. The new YA area will be where the Non-fiction is and should be completed by January.

4. **Reviewing Upcoming 2018 Holiday Hours.**

Ms. Marcoux presented the Holiday Hours to the Board. Ms. Marcoux asked about Christmas Eve closing Staff would have to use 4 hours of their own personal time. Mr. Guimond made a motion to close that Monday, Christmas Eve, Mrs. White & Mr. O’Gara seconded. Mr. Coyle made a motion to close on Christmas Eve for Y2019. All in favor.

5. **Building updates**

- a. Still no update on roof. Ms. Marcoux met with the Facilities manager. She was told that John Shea needs to meet with the metal worker to create flashing for the ends. Project should be complete by winter.
- b. The doors to the Library Plaza will be automatically opened at 6:45am and close at 7:15 pm Monday – Thursday. They will close on Fridays at 4:00pm. Staff will prop open the doors on Saturdays during programming events.
- c. Employee key cards should be issued in ten days.

Next Trustee meeting will be October 17, 2018.

Mr. Guimond made a motion to adjourn at 5:29 pm, Mr. O’Gara seconded, all in favor.

Respectfully Submitted,
Lisa McQueeney