

# Ventress Memorial Library

Board Meeting  
September 20, 2017

Those present: Cyndee Marcoux, Wally Coyle, Greg Guimond, Suzanne White, Jean Christensen and James O’Gara.  
Mrs. White was acting on behalf of Mr. Duncan, called the meeting to order at 4:03 PM.

1. Mr. Guimond made a motion to approve the August 16, 2017 minutes. Mr. O’Gara seconded and all in favor.

2. **Director’s Report:**

- A. Elisha Chandler resigned because of irreconcilable differences, effective Thursday, August 7<sup>th</sup>.
- B. There are 2 strong candidates for the position of Children’s Librarian. Ms. Marcoux has offered one of the candidates the Children’s’ position and the other the YA/Reference position. Both candidates have accepted and as soon as the drug testing and background checks have been completed, possible start for Children’s Librarian should be the first week in October. The YA/ Ref should be the 18<sup>th</sup> of October. Ms. Marcoux stated that she has reached out to Caroline to get 4 new subs to work 5/10 hours a week to see how they work and see who will apply for Billy’s job.
- C. FY 2018 is fairly on track. Ms. Marcoux has purchased 10 new computers, one was broken and returned. Two new laptops were also purchased and OCLN will be contacted to establish capability so Librarians can work throughout the Library.
- D. Ms. Marcoux informed the Trustees that Brian Adams has resigned and his position has been advertised.
- E. South Shore House Doctors have completed the Children’s room and the Patron’s feedback has been good. Jason has also discussed with Ms. Marcoux, the opening of the wall to children’s room and Program room. He will provide a quote and believes the quote will be under \$100,000.
- F. Carpeting is still on the table. Ms. Marcoux showed the Trustee samples of the carpeting. Library Building Trust is willing to pay for the asbestos testing of \$500. The foyer and old reference area seem to have the most as well as certain paths throughout the Library. There appears to be none in the Children’s room. It was suggested that the History room’s carpet be cleaned and not replaced. The Friends Room’s floor is concrete and the asbestos is being kicked up when walked on. Question was asked as a time frame for completion. Once the quote is back and if the trustees agree to removal, if not then possible Money can be taken out of State Aide. Carpeting can be done in sections to avoid interruption.
- G. No action still on Lead paint. Mr. Bullock still needs to get 2 more quotes. Ms Marcoux offered to call for quotes. She will reach out for bids. South Shore Doctors still could be the cheapest.
- H. There is a concern for the maps in the Historical Society. Ms. Marcoux offered Mr. O’Gara space in the History Room with a key access to only the History Room for them to meet while the Library is open. Mr. O’Gara will have Otis call Ms. Marcoux concerning the maps.

3. **Announcements and Correspondence**

No Announcements

4. **State Aid Report**

- A. Report is complete, and the numbers will go up if they settle the contracts.

**5. Library Director's Contract**

The maximum contract for the Library Director is 3 years. Mr Coyle is still willing to work with Ms Marcoux to Help create a contract for her.

**6. Library Trust Carpeting Request**

Carpeting is still being planned to be removed. Asbestos has been found through testing. The foyer and old Reference are the "Hot Spot" areas. No Asbestos was found in the children's room. Library Building Trust agreed to pay the \$500 for the testing. It was also discovered that the Friends Room concrete floor has asbestos and is being kicked up when walked on. A rubber matted carpet was suggested. Ms Marcoux passed around samples of the carpeting to the Library Trustees. The carpet company can computerize the floor plan to give us an idea of what the final product will look like. The carpet can be done in sections to avoid interruption. The question of a time frame was asked. Once the quote comes back, it can be presented to the Trustee. State Aid funds will also be available.

Next Trustee meeting will be October 18, 2017.

Mr. Guimond made a motion to adjourn at 5:40 pm, Mr. Coyle all in favor.

Respectfully Submitted,  
Lisa McQueeney