

# Ventress Memorial Library

## Trustee Meeting Minutes

September 20, 2023

1. **Call to order**

Trustee Chair Gregory Caille called the meeting to order at 4:04 p.m. In attendance, Gregory Caille, Gregory Guimond, Robert Marzelli, Wally Coyle and Cyndee Marcoux (Library Director). Absent Vice-Chair Michelle Noonan, Dylan White

2. **Approval of Minutes of June 21, 2023**

Trustee Guimond motioned to approve the minutes of June 21, 2023. Trustee Marzelli seconded the motion; a roll call vote was taken all were in favor.

3. **Directors Report**

The Director went over her report. There were no questions.

4. **Announcements and Correspondence**

The Board discussed letters from Ms. Karen E. Popp regarding the libraries Meeting Room Policy restricting use of the room by paid tutors unless they are tutoring a student with an IEP. The language asking tutors if they were tutoring a student with an IEP will be addressed in the new Meeting Room Policy which will be reviewed today. Ms. Ann Phillips wrote a letter to the Town Administrator complaining about the patron at the library and Levitate customers using library parking spaces. Mr. Maresco addressed her concerns and the library director made sure all staff members are aware the Town does not allow this but there is no way to control who is parking in the spaces. The last letter was from Mr. Armand Kazarian regarding the library grounds. He thinks it is a shame that the Town does not take better care of the library's grounds. The Trustees had several good suggestions on ways to get volunteer gardeners. Trustee Guimond said that Ned Bangs from the Trails committee has over 18 volunteers it was suggested we ask him if he would share a few volunteers. Trustee Marzelli suggested that the library director reach out to the Council on Aging to see if the library could get a senior tax worker to do light gardening. It was also suggested that the Friends approach Levitate and ask them to sponsor the grounds. Trustee Caille will bring this up at the next Friends meeting.

5. **Ethics and Conflict of Interest Tests**

Trustee Caille reminded the Trustees that they need to take the ethics exam. The link is on the agenda. After taking the test they should print their certificate and bring it to the library director. He took his test a few weeks ago and said it does take about an hour to complete.

6. **Meeting Room Policy Update**

The Trustees reviewed the revised policy. There was some discussion about tutors using the meeting rooms and it was decided to not put language into the policy stating tutors could use the space. It would just be an internal decision. However, this would not be the same for a teacher that wants to teach hold a class of several students or a course of numerous weeks. This would be considered a commercial enterprise. Trustee Marzelli made a motion to approve

the updated Meeting Room Policy as presented. Trustee Guimond seconded the motion; a roll call vote was taken all were in favor.

7. **FY2023 Budget Update**

The FY23 budget is still not closed so there is no update at this time.

8. **FY2024 Budget Update**

The FY24 budget is on track and the director stated that it will be much easier to monitor expenditures this year due to the fact that we will be using MUNIS all year. FY23 was challenging because the Town switched accounting software 5 months into the fiscal year.

9. **Next Meeting Date**

Trustee Marzelli made a motion that the next meeting would be held on October 18, 2023 at 4 p.m. via Zoom. Trustee Coyle seconded the motion; a roll call vote was taken all were in favor.

10. **Adjourn**

Trustee Marzelli made a motion to adjourn at 4:41pm. Trustee Coyle seconded the motion; a roll call vote was taken all were in favor.

Respectfully Submitted,

Cyndee Marcoux