

Ventress Memorial Library

Trustee Meeting Minutes

October 16, 2024

1. Call to order

Trustee Chair Gregory Caille called the meeting to order at 4:02 p.m. In attendance, Chair Gregory Caille, Greg Guimond, Dana Forsythe, Wally Coyle, Ann Fogg and Cyndee Marcoux (Library Director). Absent: Vice-Chair Michelle Noonan

2. Approval of Minutes of August 21, 2024

Trustee Guimond motioned to approve the minutes of September 18, 2024. Trustee Forsythe seconded the motion; a roll call vote was taken; all were in favor.

3. Directors Report

Cyndee reviewed her report. She informed the Trustees that the FY24 budget was due to be closed on Friday, October 25, 2024. She also updated the Trustees on the upcoming retirement of the library's website provider in October 2025. He is currently working with Director's to find alternative companies for this service.

4. Interview Trustee Candidates

Board interviewed Trustee candidates Amanda Davis and Josselyn Sullivan separately via Zoom. Both candidates were asked the following questions:

What prompted them to apply for the position?

What do they hope to accomplish in their first year as a Trustee?

What are their strengths?

What do they think are the issues facing public libraries today?

After the interviews the Trustees discussed the candidates. They both have excellent qualifications and would be great additions to the Board. Unfortunately, there is only one opening at this time. Trustee Guimond made a motion to accept Amanda Davis as the next Trustee. Trustee Coyle seconded the motion; a roll call vote was taken; all were in favor. Trustee Caille will reach out to both candidates letting them know the Boards decision.

5. Announcements and Correspondence

- a) Select Board survey – Trustee Caille asked the group to send him any ideas or comments they would like to add to the survey. He plans to submit it to the group on Friday, October 18, 2024.
- b) Trustee Caille shared Governor Healey's Mass 250 announcement. He wanted to make the Trustees aware of this celebration and suggested the library be ready to plan a few programs during this year.

6. FY24 Budget Update

The FY24 budget is scheduled to close on Friday, October 25, 2024.

7. **FY25 Budget Draft**

The budget is on track. There were no questions about the budget.

8. **Set date for next meeting**

The next meeting will be held on November 20, 2024 at 4 p.m. via Zoom.

Adjourn

Trustee Fogg made a motion to adjourn at 5:13 p.m. Trustee Coyle seconded the motion; a roll call vote was taken all were in favor.

Respectfully Submitted,

Cyndee Marcoux