

Ventress Memorial Library

Board Meeting
November 7, 2018

Those present: Cyndee Marcoux, Suzanne White, Wally Coyle, Michelle Noonan, Greg Guimond, Jean Christensen and Alex Duncan

1. Call to order

Mr. Coyle called the meeting to order at 4:05 PM.

2. Approval of Minutes

- a. Mr. Coyle made a motion to approve the September 19, 2018 minutes. Mr. Guimond & Mrs. White seconded, all in favor.

Ms. Marcoux expressed to the Trustees now that the Children's Library is completed, Kelsey Socha, the children's Librarian, would like to change the Meeting Room Policy to be just bottled water only. Mr. Guimond made a motion to approve that the policy be changed to bottled water only. Ms. Marcoux will be making the changes. This will also transfer over to the Library Plaza Program Room as well. Changes will be looked into about the North River Arts Reception also. Mr. Guimond made a motion for Ms. Marcoux to reword the NRA's Policy. Mrs. Noonan 2nd, all in favor.

3. Director's Report

- a. Ms. Marcoux explained to the Trustees why she has been out of work. She told them that she will be taking vacation for 2 weeks to North Carolina and will be back after Thanksgiving.
- b. Ms. Marcoux stated that she would like to have a meeting with Tom Reynolds from DPW & Mr. Maresco, to have the DPW weed the Library when they cut the lawns.
- c. Ms. Marcoux told the Trustees that we received the key cards and they are not working as of yet. We are still using our keys to enter the building.
- d. Ms. Marcoux told the Trustees that Vern Chartrand, the representative for AARP tax prep has over stepped his bounds by emailing the town hall telling them that the temperature control should be addressed. He has been nothing but a hindrance since he booked the room. Mr. Guimond had made a motion to no longer make exemption for him, Mrs. White seconded.
- e. Ms. Marcoux still has not heard from Fred as to the repairs of the roof. Mr. Guimond asked about the window casement in the Historical Room. Ms. Marcoux will look into it.

3. Announcements and Correspondents

- a. Ms. Marcoux stated that the State Aide was submitted and accepted. We have not received any of the funds yet, she isn't sure if its because of the previous waiver. We should start seeing a check in January, then the second should arrive in April.
- b. Mr. Guimond told the trustees, that the Historical Society would repair the Daniel Webster chair. They would either place it in his Law office or at the Webster House. Mr. Guimond made a motion to have the chair repaired. Mrs. White seconded the motion, all were in favor.
- c. Mr. Coyle presented the sign to the Trustees, thanking the Building trust for renovations. Placement for installation will be discussed.
- d. Ms. Marcoux asked the Trustees if they would fund the expenses for Kelsey Socha, the children's Librarian to attend the ALA Conference in Seattle Washington. Kelsey has already paid for most of the expenses. Mr. Coyle made a motion to allocate \$1500.00, Mr. Guimond & Duncan seconded.
- e. Tucker Interiors will be installing the circulation desk after Christmas, they will need a day for installation.

Mr. Duncan made a motion for the closure of the Library. Mr. Guimond seconded, all in favor. Mr. Coyle suggested possibly trying to have the installation done during Martin Luther King holiday.

- f. Mr Coyle talked about his presentation with the CPC. It will cost \$136,700 just to preserve the items, going upstairs and creating a climate controlled vault. They were asked about the flood zone and there was talk of moving everything upstairs. No decision until the maps come in.

4. Building updates

- a. Still no update on roof. Ms. Marcoux still has not heard from Mr. Russell as to when the repairs will be made. Winter is closing in.
- b. Chris Woods will be meeting with National Library Relocation next week to discuss the relocating of the YA space. AS this is part of the grant, MBLC needs to see that we are going forward with the improvements. Ms. Marcoux showed the Trustees what the Ya location will look like. The money for the grant is \$15,000, the Bid for the renovations is \$25,000. Ms Marcoux told the trustees that there is \$10,000 “free cash” set aside from the town, \$10,000 would be from state aide and \$10,000 from the trust. Ms. Marcoux feels the \$15,000 from the grant will be for the furniture and accessories. The tweens and tags will be designing their space and voting on the furniture.
- c. Chris Woods is working on the Celebration for the first Sunday opening. She is getting food donations and entertainment. She has hired a harpist. There will be YA crafts as well as crafts in the children’s room.
- d. The Trusteess would like to attend the Staff Christmas Party this year. Dates and locations will be Taken care by Chris Woods and Lisa McQueeney.

5. Capital Budget

After Thanksgiving, Mr. Coyle, Ms. Marcoux and Mr. Guimond want to meet with Mr. Russell for his Ideas for the building, so that they can file ideas and give to Mr. Maresco for the meeting. Mr. Guimond made a motion for a letter to be sent to Mr. Russell requesting the meeting. Mrs. Noonan Seconded. Mr. Coyle was elected by Mr. Guimond to compose the letter, Mr. Duncan seconded.

Next Trustee meeting will be January 16, 2019

Mr. Duncan made a motion to adjourn at 5:5:16 pm, Mr. Coyle seconded, all in favor.

Respectfully Submitted,
Lisa McQueeney