

Ventress Memorial Library

Board Meeting
December 6, 2017

Those present: Cyndee Marcoux, Alex Duncan, Wally Coyle, Michelle Noonan, Jean Christensen and James O’Gara.
Mr. Duncan called the meeting to order at 4:09 PM.

1. Mr. Duncan made a motion to approve the October 18, 2017 minutes. Mr. O’Gara seconded and all in favor.

2. **Director’s Report:**

- A. Statistics still were down for Circulation. Children’s programming stats were for only 2 weeks because Monica Brennan, the new children’s Librarian had just started. Ms. Marcoux will be attending the OCLN meeting and will reach out to other Directors in regards to their stats. Ms. Marcoux also stated that she has not been purchasing a lot of the Best Sellers due to budget cuts.
- B. The new Children’s Librarian and Young Adults Librarian have been doing a great job. They both have had a good response to their programs. One of the popular performers, Mama Steph, has increased her program fee from \$100 to \$300. Ms. Brennan, the children’s librarian, will be having Mama Steph this month. Tickets are on a first come basis. In the past tickets were given out ahead of time and a few of them would not show up. She is also setting up programs for the children to read to therapy dogs.
- C. Interviewing process started for the open Reference Librarian position. There are 2 strong candidates out of the 4 applicants. Ms. Marcoux is waiting to hear from Human Resources in regards to their references.
- D. Cleaning company bids for Library Plaza will be advertised again. There were no bids submitted. The Post Program is still working on cleaning & maintaining their area in the kitchen. They have also started using the Rec area for their exercise and not the Program room.
- E. Ms Marcoux stated that Mr. Maresco, the new Town Administrator, had a great turn out for the meet & greet. Mr. Maresco was very appreciative.

3. **Announcements and Correspondence**

Action Plan update was given to Trustees. We will be eligible to apply for grants. Young Adult Librarian, Kelsey will be applying for LSTA grant.

4. **Directors Contract**

- A. Ms. Marcoux is still seeking a contract. She was told it is a by- law position and in Marshfield, there is no contract. New hires are receiving 4 weeks’ vacation and Ms. Marcoux and one other employee are the only ones with 3 weeks. Ms. Marcoux will be sitting down with Mrs. LaCroix, in Human Resources, to go over the by-laws. It was suggested to speak with Mr. Maresco as well.

5. **Carpet Cleaning Update**

The Clean team responded that they wouldn’t be able to clean the carpet until spring. So it is on hold for now. Estimates for the job is to be \$5,000. Question came up about the water table and the drainage in the area. There will be more discussion at a later date.

6. **FY19 Budget Update**

If Ms. Marcoux figures for budget are approved. Library will be able to open on Sundays beginning the 1st Sunday in December thru the last Sunday in April.

7. **FY18 Budget Update**

No action

8. **Building Updates**

Roof started to leak again from recent rain fall. Mr. Maresco came over to take picture. He is requesting that

The repairs should be done immediately. He will be showing the Selectmen the photos. Resubmit for absolute immediate repairs, possibly \$28,000.

B. The Lead paint remediation is going on now. Paint has been removed and properly disposed of. South Shore Dr.'s will be back to fill and seal cracks & holes in cement before they paint.

C. Ms. Marcoux had Hanover Glass assess the front doors. They said that both sets are not repairable and need to be replaced. Mr. Coyle is looking for a ballpark figure so it can be submitted for capital budget.

D. Ms. Marcoux thanked the trustees for rescheduling the Board Meeting so she could visit her family.

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Next Trustee meeting will be January 17, 2017.

Mr. Duncan made a motion to adjourn at 5:30 pm, Mr. Coyle seconded, all in favor.

Respectfully Submitted,
Lisa McQueeney