

# Ventress Memorial Library

Board Meeting  
January 16, 2019

Those present: Cyndee Marcoux, Wally Coyle, Michelle Noonan, Greg Guimond, and Alex Duncan

**1. Call to order**

Mr. Coyle called the meeting to order at 4:09 PM.

**2. Approval of Minutes**

- a. Mr. Coyle made a motion to approve the November 7, 2018 minutes. Mr. Guimond & Mr. Duncan seconded, all in favor.

**3. Director's Report**

- a. Ms. Marcoux explained to the Trustees that circulation is down; other libraries are in the same predicament. She is looking for ways to increase volume. Programs are still bringing in patrons.
- b. Nancy Kelly & Nikole Kelleher ask not to let our local holds go out to other libraries. They would like to let our patrons have the first availability. It would be for fiction only.
- c. Mr. Guimond suggested making a post to the website or newsletter for patrons to donate new books once they have read them.
- 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 informed the trustees, that the new circulation desk will be installed on Monday, Jan. 21<sup>st</sup>. With the impending weather, Ms. Marcoux asked the trustees approval for an emergency closing on Tuesday the 19<sup>th</sup>, if the company cannot deliver the desk. Mr. Guimond made a motion to approve, Mr. Duncan and Mr. Coyle seconded.
- f. Ms. Marcoux told trustees that she had a brief meeting with the representative for the North River Arts. She is asking for approval to have their receptions on Fridays, from 5:30pm-7:30pm. The Library will be closed and Ms. Marcoux will be working. Mr. Coyle made a motion to approve the change, Mr. Duncan and Mrs. Noonan seconded. All in favor.
- g. Ms. Marcoux handed out forms for the Conflict of Interest; Open meeting Law materials and acknowledgement of receipt. She will send the link to take the Ethics Test to those who are on the list for renewal.

**3. Announcements and Correspondents**

- a. Ms. Marcoux stated that the State Aide was accepted and we are certified. We have not received the \$14,000 as of yet, hopefully by the end of the month. The second should arrive in April.
- b. Mr. Coyle will be sending a letter from the Building Trust, thanking everyone for their support.
- c. Mr. Coyle will be arranging for a similar plaque for the YA area.
- d. Ms. Marcoux explained that the YA Librarian, Charlie is working with the schools in regards to the free/reduced lunch program. Charlie is looking to get a grant for a Brown Bag Lunch program at the Library. It will be during February & April vacation, possibly summertime as well. Lunch will be distributed Tues, Wed & Thurs. She has already received a \$100 gift card from Roche Bros and Star market has offered to give whatever is needed. The Superintendent and Asst Superintendent are happy to be working with Charlie.

- e. The Trustees reviewed the Meeting Room Policy. The addition of bottle water only was added for the Children's Room. #6 –not cleaning up & putting room together. Mr. Coyle made a motion to approve the meeting room policy, Mrs. Noonan seconded, all in favor.
- f. Mr. Guimond stated the Historical Society wants to display Adelaide in their building. Regardless, she needs to be moved because of the direct sunlight on her. The value of the painting needs to be preserved for insurance purposes. Mr. Guimond made a motion to turn down the request from the Historical Society and continue to house her in the Library, but in the Library Plaza Conference Room. Mrs. Noonan 2<sup>nd</sup>, all in favor. Suggestions to name the Library Plaza Conference room to Adelaide Philips Conference Room.
- h. Mr. Coyle stated the \$120,000 will be available July 1<sup>st</sup> from the CPC. They will be purchasing a big scanner and a small scanner and start scanning items from the Historical room. Historical Society will be scanning glass and it will be placed on an ORC for the public to view. The items from the Historical Commission and Society will have images here at the Library. They will also be displayed on the Town Server. It will be 1 digitization for all 3 departments. Ms. Marcoux asked if we should have a representative from each department and form a group. That way the group could go to the CPC together. Everyone would be on the same page, working together and helping each other out. Mr. Coyle will email Ms. Marcoux the list of names, and then go forward forming and naming the group. The \$120,000, will carry over, the Town Accountant will need to attach a line item for the CPC.
- i. Mr. Guimond made a suggestion that the Trustees Packets be emailed to the Trustees instead of a hard copy. That way they will be able to review the information prior to the meeting.

#### **4. Building updates**

- a. The Roof was completed in November, and no complaints yet.

#### **5. FY20 Budget**

- a. The Budget was increased by 1.71%, the numbers do not reflect the negotiations of the clerical contract.

Next Trustee meeting will be February 20, 2019

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

Respectfully Submitted,  
Lisa McQueeney