

Ventress Memorial Library

Board Meeting January 17, 2018

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

Mr. Duncan called the meeting to order at 4:08 PM.

1. Mr. Coyle made a motion to approve the December 6, 2017 minutes. Mrs. White seconded and all in favor.

2. Director's Report:

- A. Statistics still were down for Circulation; however the reserving of space has increased.
- B. A hiring Freeze has been implemented by the town administrator. Therefore, the Library Reference position will go unfilled. Ms. Marcoux will know more by June possibly by April.
- C. Kelsey, the YA/ Reference Librarian will be offered the position of Reference Librarian with a step increase on Monday, following the seven day waiting period after the position was advertised.
- D. Substitute salary budget was budgeted for \$1,500 instead of \$5,000. We should be Ok; we won't go over the total salary line. Once the hiring freeze is over, Ms. Marcoux will re advertise for Circulation subs. If the budget is passed and the Library will be opened on Sundays, from Dec-April, we will need more staff to work, as the permanent staff does not want to work on Sundays.
- E. On January 22nd, the joint Town Read will start with Jennifer Cantwell, in the new program room. The book topic is opioids addiction, and the struggle of one family coping with it. Books will be handed out and then in March a discussion of the topic will addressed. Other programs/events on drugs will be setup throughout the year.
- F. Ms. Marcoux had distributed a hand sheet of the Hoopla activity from the Library. She was very excited about the fact that the Library provided \$80,000 in content for only \$8,000.
- G. Ms. Marcoux provided the list of the 2018 Library closings to the Trustees. The staff Development day of Friday, June 8th, is tentative.
- H. The historical maps have been framed and will be hung in the Conference room with Adelaid Phillips. A clock needs to be purchased for the Program Room to keep events on track.
- I. Ms. Marcoux met with the Trustees of the Friends in regards to the renovations of the Children's Room. They approved the funding of \$181,000. Ms. Marcoux supplied the Library Trustees with the 3 proposals from South Shore Drs. There were 3 proposals under \$50,000. The Friends will have a larger book room to sort and sell their books from. The Old friend's book room in the back will become the Vault for the storing of Historical materials. Will be asking the CPC , once the friends have vacated the room. There was a lot of new discussion concerning the plans for the children's room. Mr. Guimond and Ms. Marcoux took Mrs. Christensen out to the lobby to visual show her the new changes and where the Friends new area would be located.

3. 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. Ms. Marcoux has asked the staff if there is any interest in working on Sundays. Only 1 fulltime circulation staff volunteered. The remaining will be substitutes along with a department head.

7. FY18 Budget Update

No action

8. Building Updates

- A.** The money for the roof has been approved according to the Town of Administrator. South Shore Drs. will look at the roof to see if it is a job they can do.
- B.** The Lead paint remediation is complete.

Next Trustee meeting will be February 21, 2018.

Mr. Duncan made a motion to adjourn at 5:43 pm, Mr. Coyle seconded, all in favor.

Respectfully Submitted,
Lisa McQueeney