

# VENTRESS MEMORIAL LIBRARY

## BOARD MEETING

January 20, 2016

Those present: Wally Coyle, Jim O’Gara, Alexander Duncan, Michele Noonan, Greg Guimond, Suzanne White and Cyndee Marcoux.

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

1. Mrs. White made a motion to approve the November 18, 2015 minutes. Mr. Coyle seconded and all approved.

### 2. **DIRECTOR’S REPORT:**

A. Ms. Marcoux reported that she has changed the dates for Library Sundays to December 4, 2016 – April 30, 2017.

B. Ms. Marcoux had a phone conversation with Barbara Bennett, a library patron, about the procedure of library fines. After consideration by the board, it was decided that Mr. Coyle would contact Ms. Barrett to thank her for her interest and to inform her that the board has decided not to pursue the issue at this time.

C. Ms. Marcoux met with Rocco and Barbara Costa on December 21, 2015 to discuss the MBLC’s Municipal Appropriation Retirement for 2017. At this time both Rocco and Ms. Costa will be supporting a budget that meets the MBLC requirement. It is a 6.32% increase from FY16. She shared several ideas with the board on how she may use these funds. The board was in agreement with her ideas that included adding staff.

D. Lisa Hart has resigned her position as Administrative Assistant. Ms. Marcoux is actively advertising to replace Ms. Hart’s position.

### 3. **BUILDING and GROUNDS:**

Ms. Marcoux has tried to schedule a meeting with Brian Adams and Rocco to discuss using the \$27,000 for carpeting, a status report on the roof leak repairs, and the Trustee’s warrant article for funding to remediate the lead paint on the exterior of the building. Rocco replied and said that he would be scheduling a meeting with the roofing contractor sometime soon. The warrant for the lead paint needs to wait for the Facilities Department to submit its package and he will submit that package on behalf of the town as a whole. He disagrees with the carpet replacement and wants to discuss the \$27,000 with Ms. Marcoux. He asked her to suggest some times to meet. She has already created and sent a

Doodle poll with dates and times to both men. At this time there are no replies.

The board discussed alternative uses for the \$27,00.

A motion by Greg Guimond to direct Ms. Marcoux to ascertain if the money can be used to replace the furniture in the library. If so she may then proceed to spend the money for furniture. The motion was seconded by Mr. Coyle and passed by the board.

**4. ANNOUNCEMENTS and CORRESPONDENCE:**

A. Ms. Marcoux shared Staff Evaluation Forms with the board. She will be meeting with the staff to share the results.

B. An EPA training will be available for staff members.

C. The library has added several new services and instructional videos for Marshfield Library cardholders only.

**5. LONG RANGE PLAN**

A motion was made by Mrs. White to accept the VML Long Range Plan and submit it for approval to the MCLB. The motion was seconded by Alexander Duncan and passed by the board.

The next meeting of the VML Board will be March 16, 2016.

Respectfully Submitted,

Suzanne M. White