

VENTRESS MEMORIAL LIBRARY

Board Meeting

February 18, 2015

1. The meeting was called to order at 4:10 PM by Vice-Chair Greg Guimond.

Those present: Jean Christensen, Suzanne White, Wally Coyle, Jim O'Gara, Greg Guimond and Cyndee Marcoux. Absent: Michelle Noonan

2. Ms. Marcoux introduced the new Administrative Assistant Lisa Hart to the board. She will begin on March 9, 2015.

3. Assistant Director Chris Woods updated the board regarding the Lifelong Learning Program. This program is a joint effort of the Council on Aging, Ventress Memorial Library and the Historic Winslow House Association. Participants in these programs pay a modest fee to cover expenses. They are currently finishing up the plans for Spring/Summer 2015. Mr. Coyle made a motion that any programs held at the library would be at the discretion of Ms. Woods. Mr. O'Gara seconded the motion. The motion passed unanimously.

4. Mr. O'Gara made a motion to accept the minutes as amended. Mr. Coyle seconded and all approved.

5. Director's Report: Mr. Coyle made a motion to accept the holiday hours for 2015 as recommended by Ms. Marcoux. Mr. O'Gara seconded the motion. The motion passed unanimously.

Ms. Christensen asked Ms. Marcoux to see if the Trial Court Community Service project could possibly supply a group of young adults to help setup and take down the Friends of the Library book sale scheduled for March 20 & 21, 2015.

Ms. Marcoux asked the board to approve attendance at the Overdrive 5th Annual Conference in Ohio on August 5 – 7, 2015. Information Services librarian Jada Maxwell and she would like to attend. The total cost including conference registration, hotel room and airfare will be approximately \$1,500. Mr. Coyle made a motion to allow Ms. Marcoux and Ms. Maxwell to attend the Overdrive Conference using funds from the Meetings and Mileage line. Mr. O'Gara seconded the motion. The motion passed unanimously.

6. Announcements and Correspondence: The board received a membership for to the Massachusetts Library Trustees Association. The cost for an entire board is \$100. Ms. Marcoux will submit the application for the board. The board also received a letter from

the MBLC confirming the library's certification for FY15. The first half of the State Aid award for \$13,484.30 has been received.

7. The board reviewed the changes to the Meeting Room Policy recommended by Ms. Marcoux. Mr. O'Gara made a motion to accept the changes recommend to the Meeting Room Policy by Ms. Marcoux. Mr. Coyle seconded the motion. The motion passed unanimously.

8. Art Gallery: The board reviewed the revised Jeanne Horan Art Gallery Policies. They recommended one minor change to the policy. Exhibitors Responsibilities line 2 should read as follows: Scheduling will be at the discretion of the Library Director and no one has priority over other exhibitors. Mr. O'Gara made a motion to accept the Jeanne Horan Art Gallery Policies as amended. Mr. Coyle seconded the motion. The motion passed unanimously.

9. Update on Art Gallery Bookcase: Mr. Guimond has asked three carpenters to give him a quote on the bookcase. To date he has not received any quotes. Mr. Coyle has a neighbor that does this type of work. He will ask him if he would submit a quote for the work.

10. Update on Trustee Openings: None

11. Library Plaza project update: Facilities manager Brian Adams was unable to attend the meeting. However, he did send an email with the following updates:

Designer proposals have been received and the selection committee is reviewing them now to short list 3 designers to interview. The Building Committee for the Library Plaza project has been set and consists of the below representatives from each group.

Steve Robbins (BOS)
Rocco Longo (Town Administrator)
Brian Adams (Town Facilities)
Jerry O'Neill (Building Commissioner)
Jon Lemieux (Vertex OPM)
Jim Hewitt (Food Pantry)
Cyndee Marcoux (Library)
Ned Bangs (Recreation)
Dr. Susan Dupuis (Post Program)

Once the designer is selected they will bring the committee together and begin the programming phase of the project.

As far as the Soffits and lighting replacement that will be brought up in the design discussions with the library plaza project for the building committee to discuss options of including that scope into the project.

12. FY15 Budget update: Ms. Marcoux passed out updated FY15 budgets. There were no questions or concerns.

13. FY16 Budget: Ms. Marcoux and Mr. O’Gara met with Rocco Longo (Town Administrator) and Marcia Bohinc (Finance Director) to review the submitted FY16 budget. They did not have any concerns at that time and complimented Ms. Marcoux for keeping the increase within the given parameter.

14. Set date for next meeting (March 18, 2015)

15. Adjourn: Mr. O’Gara made a motion to adjourn at 5:45 p.m. Mr. Coyle seconded the motion. The motion passed unanimously.

Respectfully submitted,

Cyndee J Marcoux, Library Director