

# **Ventress Memorial Library**

## **Board of Library Trustees Minutes**

### **February 19, 2025**

#### **1. Call to order**

Trustee Chair Gregory Caille called the meeting to order at 4:06 p.m. In attendance, Chair Gregory Caille, Greg Guimond, Wally Coyle, Ann Fogg, Dana Forsythe, Vice-Chair Michelle Noonan Cyndee Marcoux (Library Director), Eric Kelley (Select Board Liaison)

Mr. Kelley asked that the meeting be recorded. Trustee Caille asked if anyone would like to leave the meeting before the recording started.

#### **2. Approval of Minutes of January 22, 2025**

Trustee Guimond motioned to approve the minutes of January 22, 2025. Trustee Forsythe seconded the motion; a roll call vote was taken; all were in favor.

#### **3. Directors Report**

Cyndee reviewed her report. Mr. Kelley asked how much State Aid the library had and why we couldn't expend the money from November 2024. Cyndee will email the Town Accountant for clarification.

**Meeting with Selectman Kelley** – Trustee Fogg and Cyndee met with Select Board Liaison Eric Kelley, who spent approximately three hours at the library. During the visit, we reviewed the library's FY2026 budget request and conducted a tour of the building. It was a productive meeting, with Mr. Kelley asking many thoughtful questions.

**IT Meeting** - Cyndee discussed the many meetings she attended in the past month. Mr. Kelley asked Cyndee to forward the email with photos/locations of where cameras are needed and what type of cameras are needed.

Trustee Caille asked if Cyndee had heard back from the IT department regarding the software and equipment the library needs. She has not and will reach out to them again. The library needs to know how much State Aid needs to be allocated for these purchases. Mr. Kelley asked for a description of the software and equipment the library would like to purchase. Mr. Kelley also wondered if it wouldn't be cheaper to buy a copier instead of renting one. Cyndee said the IT department recommends renting equipment because renting covers any repairs that may be needed.

**Facilities Meeting** – The meeting with facilities, town administrator, library director and selectman Kelley. Mr. Kelley asked for the meeting to discuss library building needs and the \$75,000 earmarked funds. Mr. Kelley asked for Cyndee to email Fred Russell to have him clarify what will be done with the earmarked funds. He was under the impression that we were all on the same page after the meeting. He thought the bathrooms would be refreshed - painted, new floors installed and installing on demand water heaters and the left-over money would be put towards the roof project. Trustee Caille asked Cyndee will email Fred Russell for clarification regarding what projects will be done with the earmarked funds.

**Meeting with Town Administrator** – The Town Administrator wants the library to be opened for 10 Sundays starting on March 30, 2025. If we don't have enough volunteers to open on Sundays, Cyndee is to advertise, hire and train three seasonal employees to cover Sunday hours. Mr. Kelley wanted to know who picked the schedule for Sunday hours last year. Cyndee explained that she did and why she choose the dates and time she

did. Trustee Fogg asked if we had the money to pay staff to work on Sundays. Cyndee stated that we did due to not filling the open positions for 9 months.

**4. Announcements and Correspondence**

- Trustee Caille sent an email inviting the Town Administrator to attend the March 19, 2025 Trustees meeting. He has not received a response.
- Trustee Caille reminded trustees that the MBLC is looking for their support on the FY2026 MBLC budget.
- There will be a Legislative Breakfast at the Plymouth Public Library on Friday, February 28, 2025 at 8 p.m.

**5. FY25 Budget**

Cyndee reviewed the FY25 budget and discussed the spending freeze enacted by the Town Administrator on Tuesday, February 18, 2025. All departments are expected to use grant or gift accounts for all purchases. Mr. Kelley asked how much money the library will be giving back at the end of the FY25. Cyndee stated at the moment it would be approximately \$67,000 in salaries. She is not sure the amount of expense funding that will be returned.

**6. FY26 Budget**

The FY2026 budget reflects a 6% increase. The increase covers all contractual agreements and Sunday hours.

**7. Other Discussions**

Trustee Davis asked were we have advertised the open Reference/Teen Librarian position and if we have thought about advertising on social media. She volunteered to create a graphic if we decided to advertise on social media. She also volunteered to create a graphic to use as a media blitz announcing Sunday hours.

Trustee Davis asked if it would be possible to get a lock installed on the Children's bathroom door! Cyndee will reach out to facilities.

**8. Set date for next meeting**

The next meeting will be held on March 19, 2025 at 4 p.m. via Zoom.

**Adjourn**

Trustee Guimond made a motion to adjourn at 5:08 p.m. Trustee Forysthe seconded the motion; a roll call vote was taken all were in favor.

Respectfully Submitted,

Cyndee Marcoux