

# Ventress Memorial Library

## Board Meeting

March 20, 2019

Those present: Cyndee Marcoux, Wally Coyle, Susanne White, Greg Guimond, and Alex Duncan

**1. Call to order**

Mr. Coyle called the meeting to order at 4:01 PM.

**2. Approval of Minutes**

- a. Mr. Guimond made a motion to approve the February 20, 2019 minutes. Mr. Duncan seconded, all in favor.

**3. Director's Report**

- a. Ms. Marcoux told trustees that the Summer Intern for the Children's Room has been selected. The student is from the South Shore Charter School. The student is from Marshfield and still fall under the guidelines. The student has not been hired yet due to the hiring freeze.
- b. The YA area is still under construction, the size of the interior walls were incorrect. The correct ones will be shipped Thursday, March 21<sup>st</sup> and should be here next week sometime. The electricians will be returning as well to complete the project.
- c. A recent incident involving one of the YA participants escalated to him being banned until May. Since October the participant had been disruptive and the YA librarian finally banned him. Ms. Marcoux and Mr. Coyle have met with the parents and are creating an action plan for the week before his return. He will have 1 warning and the 2<sup>nd</sup> warning will remove him from the program for the night.
- d. Ms. Marcoux presented to the Board the Policy Reviews for Patron Behavior/Code of Conduct, Teen Services & Behavior Policy & Contact Form, as well as the Hate Speech Policy. Mr. Guimond made a motion to approve the policy as they are written now; Mr. Coyle 2<sup>nd</sup> and all were in favor. Ms. Marcoux is going to reach out to the Middle/High School Guidance counselors, to see what the acceptable behavior is while interacting with student's discussions during programs. If issues/topics arise, giving phone #'s to appropriate counselors. The YA librarian was also made aware of the unattended child policy.
- e. Ms. Marcoux asked if it would be all right to invite Tom Reynolds to the April meeting to discuss the Line painting of the parking lot and staff parking. She would also like to know about the ownership of the grounds keeping. Mr. Guimond informed the Board that Tiny & Sons Glass has donated a flashing Pedestrian sign to be installed at the crosswalk from Tumble fun to the Library. It will be labeled that it was gifted from them. He also told the Board that the Chamber of Commerce will be the donating \$10,000 for other improvements.

**3. Announcements and Correspondents**

- a. Ms. Marcoux informed the Board that Trustee, Jim O'Gara, will be resigning for personal reasons. She wanted to give him gift cards from local restaurants and invite him to the next meeting. A certificate for his services will be presented to him.
- b. Board of Trustees will have a few openings, it was suggested that the time of the meeting might need to be changed if they want to have younger candidates apply. Position will be advertised on cable TV, Board of Selectman and newspaper.
- c. A letter was sent to the Library Board of Trustees thanking them for their donations to the Children's program room and YA area. A plaque will be displayed in the YA area when completed.

**4. FY19 Budget Update**

No questions

**5. FY20 Budget Update**

No questions. Mr. Coyle will have a presentation for the grant Budget for the CBC grant during the April 22<sup>nd</sup> budget meeting.

**6. Building Updates**

- a. Ms. Marcoux read in the Warrant that the \$11,000 that was left over for the roof repairs is being given back. The repairs of the soffit in the old YA area have not been repaired. The Trustees suggested taking photos of the needed repairs. Mr. Guimond made a motion to have the article removed from the town meeting until repairs are done. All in favor.
- b. The painting of Adelaide Phillips will be moved the Library Plaza Conference Room, Mr. Guimond made a motion to have the Conference Room now named the Adelaide Phillips room. Mr. Coyle seconded and all were in favor.

Next Trustee meeting will be April 17, 2019

Mr. Guimond made a motion to adjourn at 4:55pm. Mr. Coyle and Mrs. White seconded, all in favor.

Respectfully Submitted,  
Lisa McQueeney