

Ventress Memorial Library

Board Meeting

April 17, 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 4:07 PM.

2. Approval of Minutes

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

3. Director's Report

- a. Rockland Trust request to have a table at the Summer Reading Program kick-off to promote their own reading program. The Board thought it was a great idea to promote this program. Ms. Marcoux suggested that their table be in the hallway outside of the Children's Program Room as the kick-off event is usually quite crowded and there wouldn't be much room for a table. The Board also approved any other business/organization with reading programs be allowed to promote their programs.
- b. Ms. Marcoux explained the early retirement of Carol Fairbanks on March 28, 2019. She also informed the Board that the position cannot be filled until July 1, 201 and that she would like to hire two part-time circulation staff instead of one full-time position.

Ms. Marcoux also updated the Board on staff member Karen Delcourt's upcoming hip replacement surgery on April 30, 2019. She is expected to be out approximately 8-12 weeks.

- c. Ms. Marcoux informed the Board that John Blackadar, owner of Professional Aquarium and Pond Service in Hanover, stopped by to see if we were still interested in having an aquarium. He is willing to loan the library a large used aquarium that is in excellent condition for an indefinite period of time. There would be a one-time setup fee of \$400 this includes a new filtration system, decorations and the fish. After that it would be \$125 every 6-8 weeks for maintenance of the aquarium. He changes the decorations three or four times a year. The total cost the first year would be approximately \$1,525 the first year and \$1,125 a year going forward. I accepted his offer, telling him the library would be happy to accept the loan of the aquarium. He will be delivering it on or about April 22, 2019.

3. Announcements and Correspondents

- a. Ms. Marcoux informed the Board that Trustee, Jim O'Gara, was unable to attend the meeting due to a prior commitment. The Board will send him a letter thanking him for his service. They will also be sending a certificate and a few gift cards.
- b. The need for a new Trustee prompted the Board to discuss changing the time of the Board's meetings. Mr. Guimond motioned that the Board change the time of their meetings to 7 p.m. starting on May 22, 2019. Mr. Duncan seconded the motion, all in favor. The Board asked Ms. Marcoux to send an email to the Board of Selectmen and Town Administrator informing that we are in need of a Trustee and that the Board is changing the time of their meetings.
- c. The Board also requested that an article seeking a new trustee be submitted to the local papers and that bookmarks be made up and distributed in the library. Especially, to the parents of the young children that

attend library programs. They are hoping that the change in meeting time will attract some younger community members to volunteer to serve on the Board.

- d. The Board would like members of the Friends to attend the May 22nd meeting to discuss the Memorandum of Understanding between the Ventress Memorial Library and the Friends of the Ventress Memorial Library.
- e. The Friends are planning to hold a “Trivia Night” fundraiser at Stellwagen Brewery in mid to late October. The brewery provides the space and will have a food truck at the event. The cost to the Friends would be minimal (tickets, prizes). This prompted Ms. Marcoux to ask about approaching the brewery to host a monthly bookgroup (Ales and Tales) or some similar title. The library tried this a few years ago but there was no interest at the time and the only place that would let them use space was the Cask and Flagon who allowed them to use a table in the middle of the restaurant.
- f. After the Town Meeting and Town Elections Ms. Marcoux and Mr. Coyle would like to invite the Town Administrator to the library to discuss future plans for the library and the library’s long range plan, which expires in 2020.

4. FY19 Budget Update

Ms. Marcoux informed the Board that we would be going over the salary lines about approximately \$10,000 - \$13,000. The Town Administrator and Collector/Treasurer will cover up to \$10,000 towards the staffing line item. The Library will have to use State Aide for anything over the \$10,000. The Library will also need to expend \$10,000 of State Aide funds to pay for materials. This line has never been funded at the level required to meet the MBLC’s materials expenditure requirement. In addition, another \$5,000 donated to the gift account by the Friends will also need to be used for materials.

5. FY20 Budget Update

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

6. Building Updates

- a. Ms. Marcoux informed the Board that the Young Adult space is still not completed but is scheduled to be finished on Monday, April 22, 2019.
- b. Facilities Manager, Fred Russell, had a contractor come to the library to provide him a quote on repairing the interior damage from the roof leaks in the right front of main library.
- c. Trustee Guimond will try to move the painting of Adelaide Phillips to the Library Plaza Conference Room, over the weekend.

Next Trustee meeting will be May 22, 2019

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

Respectfully Submitted,
Lisa McQueeney