

# Ventress Memorial Library

## Board Meeting

May 17, 2017

Those present: Cyndee Marcoux, Wally Coyle, Greg Guimond, Alexander Duncan and James O’Gara.

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

1. Mr. Coyle made a motion to approve the April 26, 2017 minutes. Mr. Guimond approved and Mr. O’Gara seconded and all in favor.

### 2. Director’s Report:

A. Ms. Marcoux passed around a draft of the Grand Opening brochure.

B. Ms. Marcoux stated she is still waiting for a quote for the Aquarium. The structure of the Aquarium needed to be revised, because of its location in the lobby. Mr. Coyle made a motion to approve the Aquarium and its funding. Mr. Guimond approved and Mr. O’Gara seconded. Ms. Marcoux informed Trustees of safety concern with securing the new Program Area at closing time. Ms. Marcoux contacted the Marshfield Police Department and Chief Tavares was unavailable at the time, but Lt Sullivan came over and inspected the premises with Ms. Marcoux. Lt Sullivan suggested that the Staff should just alarm the building and lock the door. And if there is someone in the building the alarm will sound. Chief Tavares will be looking into forming a Task Force to figure out the safety issues. It was suggested by the Trustees for Ms. Marcoux to be on the Task Force, which she replied that was her intention.

C. Further discussion regarding the new wing involved making the trustees aware that there will be no lock on the double doors that provide entry to the program room and other rooms in the building. Ms. Marcoux suggested that with the implosion of the Homebound Delivery, the person delivering the books could be approached to be the custodian to lock up the building. Money would come from the state aid fund, unless it is funded by the Town. New furniture for the program room will be delivered between June 12<sup>th</sup> 13<sup>th</sup>.

D. Mr. Coyle would like to be kept in form about the outcome of the decision of safety made from Mr. Tavares.

Mr. Coyle made a motion to approve the Director’s Report. Mr. O’Gara approved, Mr. Duncan seconded and all in favor.

### 3. Announcements and Correspondence

A.. An email was handed out from Mr. Coyle from Mary Patrick Bogan, the director of the Book Conservation. It was felt that a date & time be established to come in and write up a report. It was discussed that the Board of trustees establish a policy, in regards to storage of the historic materials.

B. Trustees were given 2 Thank you cards from the Assistant Director, Christine Woods thanking them for their support with the passing of her husband, Kevin. The other thank you was written by Library staff member, Karen Jenks for the acknowledgment of her attendance and gift certificate that the Trustees presented her with.

### 4. Building Updates

A. Still no updates on the roof repair.

B. Ms. Marcoux has heard back from Mr. Bullock in regards to the Lead paint removal. South Shore House Doctors will be issuing a quote for the removal.

### 5. FY17 Budget

A. Ms. Marcoux stated that she needs to get in touch with Mrs. Costa, the accountant concerning the freeze on budget monies. We have several orders that were previously ordered.

**6. FY18 Budget**

No questions.

**7. Policy Review**

Ms. Marcoux presented the trustees with an updated Meeting Room Policy. Mr. Coyle made a motion to approve, Mr. Guimond approved, Mr. O’Gara seconded and all in favor.

A motion was made by Mr. Coyle to defer the election of Board of Trustees to the next meeting. Mr. Guimond approved and Mr. O’Gara and Mr. Duncan seconded, all in favor.

Set date for the next meeting June 21, 2017

Mr. Coyle made a motion to adjourn at 5:05pm, Mr. O’Gara approved and Mr. Duncan seconded and all were in favor.

Respectfully Submitted,

Lisa McQueeney