

Ventress Memorial Library

Board Meeting

May 18, 2016

Those present: Jim O’Gara, Greg Guimond, Jean Christensen, Alexander Duncan, Suzanne White, Michele Noonan, Wally Coyle and Cyndee Marcoux.

Mr. Coyle called the meeting to order at 4:00PM.

1. Mr. Guimond made a motion to approve the April 21, 2016 minutes. Mr. Duncan seconded and all approved.

2. **Director’s Report:**

- Ms. White asked if the Capital Budget was approved, Ms. Marcoux replied that it wouldn’t happen until after July 1st.

- Ms. Marcoux asked where Christmas Eve falls on a Saturday this year, if the library could be closed. Board thought that it would not be busy that day. All approved to close for Christmas Eve and reopen on the following Tuesday.

- The Library Department Heads had met prior to the Board Meeting. Nancy was discussing the Boston Tour. Ms. Marcoux inquired about the possibility of closing on a Friday in the near future to have an Enrichment Day for the staff. Ms. Marcoux will do more research on the topic, possibly bringing in guests speakers to allot for the time. Mr. Guimond thought to bring in the police, for an “Active Shooter Presentation”

- Mr. Coyle asked if the Library received the State Aide. Ms. Marcoux spoke to Barbara at the Town Hall Dept Head Meeting and the \$14,000 State Aide will be deposited into the account.

- Bids for the Library Plaza Project were due by 2pm today. The Committee will meet again after the bids have been submitted.

3. **Announcements and Correspondence**

- Mr. Coyle announced that the \$5,000 grant he wrote to the CPC was approved for the improvements for the History Room, at the town meeting. No questions or concerns at this time.

- Mr. Coyle has asked Mr. Duncan if he had completed the Conflict of Interest and Orientation. Mr. Duncan replied that he had.

4. **Election of Officers**

- Mr. Coyle had asked if there were any nominations for next year.

- Ms. White nominated Mr. Coyle for re-election of Chairman and Ms. Noonan seconded.

- Mr. O’Gara nominated Mr. Duncan for Vice Chairman and Ms. Christensen seconded.

- Ms. White replied she would stay Treasurer and Ms. Noonan and Mr. O’Gara seconded.

5. **VML Policy Handbook**

- Mr. Coyle commented the Handbook was very well done.

- Ms. Marcoux has made more corrections. Also working on Employee Handbook-should this be included? Mr. Guimond thought no. Ms. Marcoux said the Town Administrator said it has to go to Legal Review.

- Board members reviewed the Handbook and made corrections in varies areas. Ms. Marcoux made notes of corrections and will make changes.

- Ms. Christensen motioned to approve the handbook with corrections, Mr. Duncan seconded, all approved.

- Ms. Marcoux mentioned creating Employee Handbook and will send over for Town’s Attorney to approve.

6. FY16 Budget

-No changes.

7. FY17 Budget & Capital Budget Updates

None

8. The next meeting was scheduled for June 15th at 4.00.

9. Mr. Coyle made a motion to adjourn at 5:30. Mr. Guimond & Mr. Duncan seconded and all approved.

Respectfully submitted,

Lisa McQueeney