

# Ventress Memorial Library

## Board Meeting

May 20, 2015

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

1. Mr. Coyle made a motion for the meeting to be called to order at 4:00PM. Mr. O’Gara seconded and all approved.
2. Ms. Christensen made a motion to nominate Wally Coyle as Chairman. Ms. White seconded and all approved. Ms. Christensen made a motion to nominate Jim O’Gara as Vice-Chair. Mr. Coyle seconded and all approved. Ms. Christensen made a motion to nominate Suzanne White as Treasurer. Mr. Coyle seconded and all approved.
3. Mr. Coyle made a motion to approve the April 15, 2015 minutes. Mr. O’Gara seconded and all approved.
4. Mr. Duncan was introduced as a possible new Trustee. Trustee procedures were briefly explained.
5. Mr. Guimond questioned the air conditioning in the History Room. A discussion was held on going to the CPA for funds for the restoration of the historic books and documents in this room.
6. Director’s Report:
  - Ms. Marcoux request approval to close the library June 5<sup>th</sup> for removal of the reference desk and associated work. A motion was made by Mr. O’Gara and seconded by Mr. Coyle and all approved.
  - Ms. Marcoux request approval to clear out all items lost over 3 years old. The trustees changed this to items over 2 years old. A motion was made by Ms. Christensen and seconded by Mr. O’Gara and all approved.
  - Long Range Plan was discussed. Informational part of the report is roughed in and Jada is working on a public survey. Each person returning a survey will receive a pen and a chance to be entered into a raffle for one of 4 \$25 Amazon gift cards.
7. Announcements and Correspondence:
  - Ms. Christensen asked for help collecting donated books from the North River Arts Festival. Mr. Guimond volunteered his help.
  - Mr. Coyle presented the estimate for \$660 to have a bookcase built for the Friends on going book sale. A motion was made by Mr. Coyle to request \$330 from the Friends and \$330 from the Trust office. The motion was seconded by Mr. O’Gara and all approved. This motion was later changed by Mr. Coyle and seconded by Mr. O’Gara to take the \$660 from State Aid. This was approved by all.
  - Ms. Marcoux asked for a policy for expending State Aid. The board asked her to draft a policy for next meeting.
  - Request was made to ask Brian Adams to attend the next board meeting.
8. There was no update on the Library Plaza renovation. Last meeting was cancelled, next meeting will be May 28<sup>th</sup>.
9. A Motion was made by Mr. Coyle and seconded by Mr. O’Gara to support the re-appointment, to the Board of Trustees, of Ms. Christensen and Ms. White. All approved.
10. A Motion was made by Mr. Coyle and seconded by Mr. O’Gara to support the appointment, to the Board of Trustees, of Mr. Duncan. All approved.
11. FY15 budget: All accounts on target.
12. FY16 budget: No changes.
13. The next meeting will be on June 17, 2015 at 4:00.
14. Mr. Coyle made a motion to adjourn at 5:25. Mr. O’Gara seconded and all approved.

Respectfully submitted,

*Lisa Hart*