

# Ventress Memorial Library

## Board Meeting

June 20, 2018

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

### 1. Call to order

- a. Mr. Coyle called the meeting to order at 4:02 PM.

### 2. Approval of Minutes

- a. Mr. Coyle made a motion to approve the May 18, 2018 minutes. Mr. Guimond seconded, all in favor.

Ms. Marcoux introduced the Trustees to Charlie Grosholz, the new young adult/ reference librarian. She also introduced Kate Healy, the summer intern, who will be working with our children’s librarian, Kelsey Socha. Kate will start on Monday, June 25<sup>th</sup>.

### 3. Director’s Report

- a. Ms Marcoux had asked the trustees if they would agree to reimburse Charlie to attend the ALA Conference in New Orleans. Charlie had originally paid for the conference on her own after she was unable to get funding at the previous library she worked at. Mr. Coyle made a motion for reimbursement. Mr Guimond, seconded, all in favor.
- b. Starting July 1<sup>st</sup>, the Town Treasurer has implemented that the town will no longer accept cash for any payments. Credit cards will be used for all transactions including petty cash. Until we receive a credit card machine and are trained on it, Ms. Marcoux is still accepting cash.

### 4. Announcements and Correspondents

- a. Mr. Coyle is writing a proposal for a grant in the amount of \$150,000 from the N.E. Documents Preservation Act. This will be used for 2 items: 1. The grant will allow items that are most critical to be fixed and preserved. Historical commissions can also bring items to repair & preserved. 2. Possibility of building a vault to preserve the items that are being restored. Mr. Coyle will have the draft by the August meeting.
- b. With the new “no cash” policy allegedly going into effect, July 1<sup>st</sup>, Kelsey Socha, the children’s librarian asked Ms. Marcoux to see if it could be implemented that the children be “fine free”. Greg made a motion for the Library to be fine free, with the exclusion of the Lost Book fee, which would be charged the add’l \$1.00 charge for the credit card fee. Faxes will still be charged as well. All voted in favor.
- c. Jacklyn Robinson, circulation staff, will be invited to the August Trustees meeting to discuss the relocation of Adelaide Phillips painting into the Library Plaza conference room. They feel she should be in a secured location, given her recent value.
- d. Ms. Marcoux asked the Board on advice for reserving the New Program for Mr. Chartrand, the AARP Tax Relief representative. Mr. Chartrand would like to have continuous availability for his sessions. He has requested several dates, but Ms. Marcoux is allowing him to reserve the Program room for the November dates only. Mr. Coyle made a motion to allow only the 5 dates in November. Mr. Guimond seconded with the stipulation of the one-time exemption. All in favor. Mr. Guimond made a motion to deny other requested dates. Mr. Coyle seconded, all in favor.
- e. The Trustees were made aware that if the \$180,000 for the children’s room renovation is given to the Town to handle, that money will go into the general fund and may not be allocated to the children’s room when needed. Mr. Coyle passed out the Statement of the Library Building Trust Fund Account. Mr. Guimond would like to spend some of the money on furniture for the children’s room/YA area.

- f. Ms. Marcoux, updated the Trustees on the events that the children & YA librarians will be hosting this summer. A Murder mystery, "Escape the room", creating game boards to name a few. Charlie has also Discovered that in the High School, there are 197 free lunch students & 54 reduced lunch students. The Middle school has 154 free lunch and 31 reduced lunches. Charlie is looking into implementing a possible Brown Bag system, into the summer program or school vacation. There will be more information to follow.

**5. FY18 Budget Update**

- a. The Library went over its operating budget, by \$5,623.32. The Town Treasurer told Ms. Marcoux that he would be able to cover it with the funds that he had.

**6. Traffic Issues Update**

- a. Mr. Guimond informed the Trustees that the Chamber of Commerce is holding a meeting on July 17<sup>th</sup> at 8:00am. To discuss the plans for the redesigning of the parking lot for the Library and surrounding businesses.

**7. Building updates**

- a. The aisle to the New Building has been created, several shelves have been reconfigured. A space for Quiet Study Only, has been created. Great feedback on this design. DVDS have been moved closer to the circulation desk for monitoring. There is still shifting and weeding of the 900. Section.
- b. Cameras have been installed, but as far as we know are not operating yet. Film will be time/date stamped and held for 30 days. Cameras are allegedly accessed from Ms. Marcoux's computer. Only the police will have access

Next Trustee meeting will be August 15, 2018.

Mr. Coyle made a motion to adjourn at 6:00 pm, Mr. Guimond seconded, all in favor.

Respectfully Submitted,  
Lisa McQueeney