

# Ventress Memorial Library

## Board Meeting

June 20, 2019

Those present: Cyndee Marcoux, Wally Coyle, Suzanne White, Greg Guimond, Michelle Noonan, Alexander Duncan and Matt Gustafson-Trustee Candidate

### 1. Call to order

Mr. Coyle called the meeting to order at 7:00 PM.

### 2. Approval of Minutes

Mr. Coyle made a motion to approve the May 22, 2019 minutes. Mr. Guimond seconded, all in favor. Members of the Trustees introduced themselves and welcomed Trustee Candidate –Matt Gustafson. They interviewed Matt, who is Plymouth High School Teacher and is also the grounds keeper for the Daniel Webster Wildlife Sanctuary.

The trustees asked Matt if starting the Trustees meeting at 6:00pm would work for him. He agreed that it would. Mrs. White made a motion to change the meetings to 6:00pm. Mr. Guimond seconded and all were in favor. Mr. Gustafson was asked if he had any questions for the Trustees, which he didn't. Mr. Gustafson was told that there would be an orientation from State on how to be a Trustee.

Mr. Guimond made a recommendation to accept Matt Gustafson's application. Mr. Duncan & Mrs. Noonan seconded, all were in favor. His application now will be sent for approval to the Board of Selectman.

### 3. Director's Report

- a. Painting & repairs of the water damage are complete. Mr. Guimond noticed that there were still 2 ceiling panels that need to be replaced. Ms. Marcoux will be notifying Mr. Russell.
- b. The Parking Spaces were painted in the front of the Library. We are still waiting for Staff parking to be done.
- c. Quiet Study is now available for Tutors again. Public can use it, if it is not reserved.
- d. Ms. Marcoux provided the Trustees with an updated Meeting Room Policy. Mr. Guimond made a motion to approve it. Mr. Coyle & Mr. Duncan seconded, all were in favor.

### 3. Announcements and Correspondents

- a. Mr. O'Gara received the Gift Cards from the Trustees.
- b. Ms. Kinsman, the President of the Friends VML, received the flowers that were sent for the passing of her mother.
- c. Staff Key Cards are now working in the back door as well as the Front door to Library Plaza.
- d. The Library Plaza doors are now operating correctly-Opening at 8:00am & closing at 8:00pm. Mr. Russell will be providing the Post staff with keys for the interior doors so they can lock them.
- e. Mr. Coyle showed the Trustees the template for the new plaques for the new YA room and the Adelaide Phillips Room. It was suggested that there be a ribbon cutting ceremony for the new YA room with the Selectman and the Historical Society in attendance.
- f. Mr. Guimond volunteered to paint the brown wall in the art area.

### 4. FY19 Budget Update

No changes

5. **FY20 Budget Update**

No Changes

6. **Building Updates**

- a. A glass window was installed in the door at the end of the hallway of the Library Plaza for safety.

Mr. Guimond made a motion for the next Trustee meeting for August 21<sup>st</sup> 2019 at 6:00pm. Mrs. Noonan seconded, Mr. Coyle made a motion to adjourn at 7:52pm. Mr. Guimond and Mrs. White seconded, all in favor.

Respectfully Submitted,  
Lisa McQueeney