

VENTRESS MEMORIAL LIBRARY

BOARD MEETING

August 17, 2016

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

Mr. Coyle called the meeting to order at 4:04PM.

1. Mr. Guimond made a motion to approve the June 15, 2016 minutes as corrected. Mr. O’Gara seconded and all approved.

2. DIRECTOR’S REPORT

- A. Ms. Marcoux informed the Trustees that the seven chairs in the Historical Room should be picked up and refurbished in September.
- B. Ms. Marcoux shared that the Recreation Department did not need to use the rooms requested for the summer. She will also be monitoring the circulation numbers that were a bit down from last summer.
- C. The library will not need to apply for a waiver for State Aid in order for certification as result of the staff signing their new contract with a pay increase as follows FY15 0%, FY16 2% retroactive for the year, FY17 2% retroactive to July 1, 2016 plus \$500 signing bonus on 6/30/2017, FY18 3%.
- D. Ms. Marcoux informed the board of the following:

1: There is a paragraph in the new Staff Contract concerning library employee’s first right to refuse substitute shifts that she had not seen prior to the signing of the contract. She will be meeting with Jaime Kenny the Town’s labor counsel to discuss this additional paragraph.

2: The Board asked Ms. Marcoux to bring a plan for both the new room in the addition and a plan for the present meeting room in the library. This should include the larger space needed for the new Children’s Room and the removal of the kitchen.

3: A donation of \$150.00 was received from Spy Glass Landing in thanks for the use of library space.

A motion was made by Mr. Guimond to accept the Directors Report. The motion was seconded by Mr. O’Gara and was passed by the board.

3. STAFF UPDATE

1: The Library Staff is looking into making a move to the Grade 7 level pay scale.

2: The staff development day was a success. Ms. Marcoux will be contacting Lieutenant Tabor to ask for a UBS cord with a foot pedal instead of a panic button for emergency situations. She will also ask if more of these devices could be installed in other areas of the library.

3: A motion was made by Mr. Coyle to approve the Employee Handbook and seconded by Mr. Guimond and was passed by the board.

A motion was made by Mr. Guimond to accept the Directors Report. The motion was seconded by Mr. Coyle and was passed by the board.

A motion by Mr. Guimond to adjourn the meeting at 5:30pm and seconded by Mr. Duncan and passed.

The next meeting of the VML Board of Trustees will be September 21, 2016.

Respectfully Submitted,

Suzanne M. White, Trustee