

# Ventress Memorial Library

## Board Meeting

August 21, 2019

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

**1. Call to order**

Mr. Coyle called the meeting to order at 6:03 PM.

**2. Approval of Minutes**

Mr. Coyle made a motion to approve the June 20, 2019 minutes. Mr. Guimond made corrections to the minutes. Corrections to read:

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. Circulation stats are up again, for the last 4 months.
- b. Bethany Phillips, our Reference Sub will begin working 3 nights a week from 5p-8p, starting September 4<sup>th</sup>.
- c. Ms Marcoux would like to update the Library Staff Book. Mrs. Woods will be assigned to take employees photos.

**3. Announcements and Correspondents**

- a. Mr. Coyle visited with Mrs. Christensen. She told him she will make a decision concerning her position as a trustee before the next meeting in September. Mr. Coyle suggested taking her out to dinner.
- b. Mr. Guimond volunteered to paint the brown wall in the art area. He will paint it before the next North River Arts Reception.
- c. The Board of Selectmen have approved Matt Gustafson's appointment for Library Trustee. Mr. Gustafson provided Ms. Marcoux, a copy of the appointment.
- d. The sign for the Adelaide Conference Room should be also in braille?

**4. Miscellaneous/Special Events**

- a. Karen Jenks will be retiring in October. Ms. Marcoux would like to take her out to dinner. The Trustees suggested The Point or The Bridgeway Restaurant. Staff would pay for their own meals, while contributing to pay for Karen's and her family. The 2 dates in mind would be Oct 25<sup>th</sup> or the 26<sup>th</sup>. We will be contacting the venues.

**5. FY19 Budget Update**

No changes

**6. FY20 Budget Update**

Budget Information was unavailable for the meeting.

The Trustess revisted the idea of a stipend for Ms. Marcoux. They suggested going to a conference. Ms. Marcoux said she would like to go to the one in Colorado. She will be attending a conference in October in

Connecticut. Mr. Duncan made a motion for the stipend for Ms. Marcoux. Mrs. Noonan seconded, all were in favor.

**7. Building Updates**

- a. Mounting brackets on the roof need to be replaced for the HVAC. John Mara will be making the repairs.
- b. Fred Russell is in agreement to use the Recreation Room for the Town Department meetings. A separate calendar is needed. The meeting Room policy for the Library should be given to Mr. Russell and Mr Bullock for review. Ms. Burke and Ms. Wiedemann should be in charge for scheduling the room.
- c. There was discussion of the creation of the Town Brochure. Ms. Marcoux's sample was simple and easy to read. The Trustees suggested including an application for a library card.  
Mr. Guimond made a motion for Ms. Marcoux to create the brochure. Mrs. Noonan seconded, all were in favor.

Mr. Coyle made a motion for the next Trustee meeting for Sept. 18, 2019 at 6:00pm. Mrs. Noonan seconded, Mr. Coyle made a motion to adjourn at 7:20pm. Mr. Duncan seconded, all in favor.

Respectfully Submitted,  
Lisa McQueeney