

# **Ventress Memorial Library**

## **Trustee Meeting Minutes**

**August 21, 2024**

**1. Call to order**

Trustee Chair Gregory Caille called the meeting to order at 4:00 p.m. In attendance, Chair Gregory Caille, Vice-Chair Michelle Noonan, Greg Guimond, Wally Coyle, and Dana Forsythe, Ann Fogg and Cyndee Marcoux (Library Director).

**2. Approval of Minutes of June 26, 2024**

Trustee Guimond motioned to approve the minutes of June 26, 2024. Trustee Coyle seconded the motion; a roll call vote was taken; all were in favor.

**3. Directors Report**

There were no questions.

**4. Announcements and Correspondence**

- a) Trustee Caille discussed the 4 applications for the two open trustee positions. He explained that Ann Fogg had applied for the position in March 2022. He interviewed Ann over the phone and felt that with her library experience she would make a great trustee. He sent a letter to the Select Board, requesting that Ann Fogg be appointed as a library trustee. Selectman Eric Kelley sent a message via Kate Burke the Town Administrators administrative assistant stating the he would not consider any applicants until he had reviewed all applicants. Cyndee spoke with Kate and was informed that all applications are supposed to be submitted to the Select Board. Then the Select Board sends the applications to the Board of Library Trustees. This process was followed for Ms. Fogg's application. The other applications were sent directly to the library director. She did not know that the applications had to go to the Select Board first. Once she found out all of the applications were sent the Kate Burke for review by the Select Board.
- b) Trustee Guimond made a motion to recommend to the Select Board that Ann Fogg be appointed to the first open position. Trustee Forsythe seconded this motion; a roll call vote was taken; all were in favor.
- c) The three additional trustee candidates will be asked to attend the next trustee meeting. The Board will interview the candidates and decide which candidate to put forward to the Select Board.
- d) Trustee Guimond discussed the issues the library has had with GATRA over the last year. GATRA has repeatedly been asked to change one route to provide transportation from students at the MHS and FBMS to the library after school. This has been a very frustrating process with no positive outcome. Trustee Guimond told the Board that after a conversation with Carol Hamilton, Council on Aging Director about the bus issue she volunteered one of the council on aging buses to pick up students once a week on Wednesdays. This service will start on September 11<sup>th</sup>. Mr.

Maresco has indicated that if the service is well used he would consider adding more days for pickup. The Board thanked Trustee Guimond for all his efforts on this endeavor.

**5. CORI Updates**

Trustee Caille would like to arrange a meeting with the Town Administrator Michael Maresco, Human Resource Director Danielle Kerrigan, Library Director Cyndee Marcoux, a representative from the MBLC and himself. The meeting would be to discuss the Town's requirement that all performers/presenters be CORI checked and a deep dive social media search must be done for every person performing or presenting at the library. There has been no clarification on what a deep dive social media search means. When the Town Administrator implemented this policy, he assured Trustee Caille and the Library Director that CORI's would have a 48-hour turn around. This has not been the case. In some cases, CORI's have taken 3 or more weeks. In one recent event the library thought they were going to have to cancel the event because the CORI had not been done and the performer was coming the next day. If this had happened we would have had to pay the performer \$695 and call the 200 people signed up for the program to cancel. At the last minute the School department ran the CORI. This was very stressful for all involved.

Trustee Coyle asked if we had to CORI student volunteers. The director told him that we do. All the trustees think that this meeting is a good idea.

Trustee Guimond made a motion that the Trustee Chair and Library Director meeting with the Town Administrator, Human Resource Director and a representative from the MBLC to discuss this policy. Trustee Forsythe seconded the motion; a roll call vote was taken; all were in favor. If the Town Administrator refuses to meet regarding this issue the Trustee Chair will request a meeting with the Select Board.

**6. Programming & Performer Policy**

After a brief discussion and one recommended change the Board moved to accept the policy. Trustee Guimond motioned that the Programming & Performer Policy be approved once the correction was made. Trustee Coyle seconded the motion; a roll call vote was taken; all were in favor.

**7. Request for Reconsideration of Library Programs**

Trustee Guimond motioned to approve the Request for Reconsideration of Library Programs. Trustee Forsythe seconded the motion; a roll call vote was taken; all were in favor.

**8. FY25 Budget Draft**

The library director informed the Board that the Town had cut all departments expense budget by 10%. For the library was a \$18,115 cut. The Board questioned if every department was cut, the director told them yes.

**9. Set date for next meeting**

The next meeting will be held on September 18, 2024 at 4 p.m. via Zoom

**10. Adjourn**

Trustee Guimond made a motion to adjourn at 4:43 p.m. Trustee Forsythe seconded the motion; a roll call vote was taken all were in favor.

Respectfully Submitted,

Cyndee Marcoux