

# Ventress Memorial Library

Board Meeting  
September 18, 2019

Those present: Cyndee Marcoux, Wally Coyle, Suzanne White, Alexander Duncan and Matt Gustafson and Guest Ellen Gunning.

1. **Call to order**

Mr. Coyle called the meeting to order at 6:05 PM.

2. **Approval of Minutes**

Mr. Coyle made a motion to approve the August 21, 2019 minutes. Mr. Duncan and Mr. Gustafson seconded, all were in favor.

3. **Guest Speaker, Ellen Gunning, Tuesday 9/10** voiced her concern with the parking on nights that Levitate has their events.

She is concerned that they are monopolizing all the parking spaces. It is not allowing patrons access to Library. She has taken pictures and has left messages for the Board of Selectmen. Town Administrator has called her back and she will be returning his phone call before she sends out her letters. Trustees suggested that she get in touch with Kate Burke, the Selectmen's secretary requesting to be added to a future agenda of their meetings. Trustees thanked Ms Gunning, for her proactive efforts.

4. **Directors Report**

- a. Ms. Marcoux informed the trustees that Erica has started her new position as Ya Librarian. Ms. Marcoux will be aware of her scheduling her on the reference desk when programs are on the calendar.
- b. Karen Jenks' retirement party will be October 25<sup>th</sup> at 5:00pm at the Mia Reggaza. Staff will be chipping in for a gift.

5. **Miscellaneous/Special Events**

- a. Mr. Coyle told the trustees that Jean Christensen will be retiring from the Board. He would like to honor her in some way from now thru Dec. 31<sup>st</sup>. We will have to notify the Board of Selectmen for them to post her position. Mrs. White offered to speak to the Friends and find out more information on Jean.

6. **FY19 Budget Update**

Final Numbers were provided to the Trustees. We went over almost \$20,000. The town will absorb the amount, there was no concern. The library spent \$21,000 on materials from state aide. Ms. Marcoux asked for \$8,500.00 for operating expenses, and the town agreed. This will put us closer to the \$95,000 mark.

7. **Policy Reviews**

- a. Ms. Marcoux has been updating the Emergency Plan after speaking with the new YA Librarian. Ms. Marcoux will be printing out and downloading the Library layout. The trustees will make the final approval at the next meeting. They suggested that the date be placed on it.

8. **Building Updates**

- a. The Carpeting in the Library will be put on the 2022 capital budget. The asbestos will have to be remediated. We have had 2 senior patrons fall, both without injury.
- b. Mr. Guimond will be painting the North River Arts wall shortly.

- c. The doors to the Children's room (back door to staff parking lot) and the Children's Program Room will Replaced.

Mr. Coyle made a motion for the next Trustee meeting for Oct 16th, 2019 at 6:00pm. Mrs. White & Mr. Duncan seconded,

Mr. Coyle made a motion to adjourn at 6:55pm. Mr. Duncan & Mrs White seconded, all in favor.

Respectfully Submitted,  
Lisa McQueeney