

Ventress Memorial Library

Trustee Meeting Minutes

September 18, 2024

1. Call to order

Trustee Chair Gregory Caille called the meeting to order at 4:03 p.m. In attendance, Chair Gregory Caille, Greg Guimond, Wally Coyle, Ann Fogg and Cyndee Marcoux (Library Director). Absent: Vice-Chair Michelle Noonan, Dana Forsythe

2. Approval of Minutes of August 21, 2024

Trustee Guimond motioned to approve the minutes of August 21, 2024. Trustee Coyle seconded the motion; a roll call vote was taken; all were in favor.

3. Directors Report

Cyndee reviewed her report. There was a brief discussion about the earmarked funds from the State and the possible upcoming renovations to the restrooms and Teen space. She also updated the board on the opening in the Reference department. Tom White will be starting on September 30, 2024 as the full-time reference assistant. She was told by the Town Administrator and Collector/Treasurer that they would reassess adding back the full-time Head of Adult services in FY26.

The Board discussed the Council on Aging GATRA bus picking up students at FBMS after school to visit the library. Today was the first day and 8 students took the bus to the library. Unfortunately, most of them did not stay at the library. We have no control over what they do once they are dropped off.

Trustee Guimond informed the group that Council on Aging Director, Carol Hamilton and the Middle School principal had received several calls in the morning from parents asking if their children could take the bus to Webster Square. He suggested that because the parents now have to pay for busing they may be looking for free bus service rather than their children having to walk home. He has sent an email to Teen Librarian Tori Gellman asking her to tell the student that the bus is for students using the library. He also suggested we require students to send an email that they will be taking the bus to reserve their place on the bus. The bus only holds 11 people. If there are more than eleven students those that are registered would have preference over non-registered students. This is a new service and hiccups are to be expected. We will continue to monitor the service and adjust as needed.

4. Announcements and Correspondence

- a) Official welcome to new Trustee Ann Fogg!
- b) Trustee Caille informed the Board the Select Board member Eric Kelley dropped a Board and Committee Chair survey. He suggested everyone review the survey and email their answers/comments to himself and Cyndee. They will compile them and forward them to Mr. Kelley. The surveys are due back before October 14, 2024. Your feedback should be sent before that time. Preferably by October 11, 2024. Trustee

Guimond pointed out that October 14th is a holiday so he believes the response date should be October 15, 2024.

- c) Trustee Caille reported on the Friends of the Library meeting he attended on 9/4/24. He informed them of the financial struggles the library is facing and the importance of remaining positive in our interactions with the Town. He also let them know that in his opinion the Spring election results could have a major impact on the Town and the library.
- d) Trustee Caille will be reaching out to each trustee over the next few weeks to touch base and discuss library issues.

5. Discuss interviews for vacant Trustee position

The three additional trustee candidates will be asked to attend the next trustee meeting. The Board will allot 15 minutes to interview each of the candidates and decide which candidate to put forward to the Select Board.

6. FY24 Budget Update

As of 9/18/2024 the FY24 budget is still not completed. The Town's financial team is hoping to close the budget soon because it needs to be submitted to the State to certify available Free Cash.

7. FY25 Budget Draft

The library director informed the Board that she had to contact the MBLC to unlock the already completed FY25 Compliance and Financial Report to change the Municipal Appropriation amount. Luckily, the budget was not budgeted to the exact amount needed so even with the 10% expense reduction the library still met the Municipal Appropriation requirement.

As mentioned in the Director's report the library will not be able to fill the two vacant reference positions and the funds are not to be expended. They will remain in our budget but are not to be spent.

8. Set date for next meeting

The next meeting will be held on October 16, 2024 at 4 p.m. It may be a hybrid meeting (in-person and Zoom).

Adjourn

Trustee Guimond made a motion to adjourn at 4:41 p.m. Trustee Fogg seconded the motion; a roll call vote was taken all were in favor.

Respectfully Submitted,

Cyndee Marcoux