

Ventress Memorial Library

Board Meeting

September 26, 2016

Those present: Cyndee Marcoux, Michelle Noonan, Greg Guimond, Jean Christensen, Wally Coyle, Alexander Duncan, and Suzanne White.

Mr. Coyle called the meeting to order at 4:05PM.

1. Mr. Coyle made a motion to approve the August 17, 2016 minutes. Mr. Guimond seconded and all approved. With changes in the wording of the Clerical Union contract disbursement should be 2/2/3% with a \$500 bonus if still employed in July of 2017.

2. **Director's Report:**

- A. Meeting Room usage has increased.
- B. Ms. Marcoux informed the board that a Circulation Supervisor, Nikole Kelliher, has been hired and will start Oct 3rd. Her hours will be M,W 9-2, Tues 8:30-2, Thurs 4-8 and a rotation of Friday & Saturday. Elisha will work with her for 2 weeks and then Elisha's schedule will be adjusted to include working with YA. Elisha and Jenn will be partnering together to create YA programs.
- C. There is still the open position of Circulation/Children's Asst. Presently, there are 6 applicants. Eileen Cedrone was offered the position but rejected because the position involves working nights.
- D. Ms. Marcoux stated that the State Aid is complete and the petition can be filed for the waiver.
- E. The restoration of the History Room chairs are complete, only one chair is still out for repairs.
- F. The Building remodeling is on schedule, the mason work for the wall was removed and only the sheetrock remains. The forman came out to inquire about the noise level, but it doesn't seem to be impacting the patrons. The library has lost 3 ranges of shelving with the remodeling. A single solid metal door with no window will be used to connect the library with new addition.
- G. Ms. Marcoux made changes to her vacation schedule so that she would be here for Nikole's first day as well as attending the staff meeting. Ms. Marcoux's vacation now is Oct 5th-Oct. 16th.
- H. Ms. Marcoux handed out the Home Bound Delivery Policy. Trustees will review for the next meeting.

3. **Announcements and Correspondence**

- A. Mr. Guimond informed the trustees that there will be a Flood appeal meeting, tomorrow night at the Furnace Brook Middle School. Representatives from Woods Hole will be there to explain the process for appeal. The library with the new flood map is 4ft under water. Renovations that are 50% or more of the building will require it to be raised 4ft, plus an additional 3 ft, to receive a lower insurance rate. Appeals normally take 6-9 months.
- B. Mr. Coyle was looking for an update in regards to the issuing of Library Employee name tags. Ms. Marcoux replied that she was met with some resistance with one employee and it escalated to a meeting with the employee and her counsel. It was later discovered that the names tags should be bargained. Mr. Guimond motioned to get the name tags, Mr. Duncan seconded and all approved.
- C. The repairing of the roof was in question. Ms. Marcoux stated the leaks still have not been repaired. She met with Mr. Adams and the repairs are estimated to cost \$60,000. Mr. Guimond motioned to put the repairs and the interior design renovations in the Capital Budget for the April Town meeting. Mr. Coyle agreed.
- D. Ms. Marcoux informed the Trustees that on Nov 3rd, there will be a 4 Town Read in Duxbury. Tickets are \$5.00. They are hoping to build a home with the proceeds.

6. FY17 Budget

A. When the Clerical Union is settled, the budget will go up to approximately \$740,000. It is approximately \$2000 more than we need to meet our State Aid requirement. Ms. Marcoux is waiting for confirmation from Ms. Costa in Accounting and Ms. Sampson in Payroll.

7. The next meeting scheduled for October 26, 2016 at 4:00pm

8. Mr. Coyle made a motion to adjourn at 5:00pm. Mr. Guimond & Mr. Duncan seconded and all approved.

Respectfully submitted,

Lisa McQueeney