

Joseph Plumb Memorial Library – Rochester  
Minutes for Meeting of the Board of Trustees

Meeting: August 16<sup>th</sup>, 2006

Trustees:	Deborah Briggs	Chair	present
	Pamela Hiralall	Vice-Chair	present
	Lena Bourque	Treasurer	absent
	Wendy Keeler	Secretary	present
	Anthony Dias		present
	Jackie Demers		present
	Olivia Melo	Director	present

Meeting came to order at: 6:30 p.m.

Special guest: Deborah Davis, President of Friends of the Plumb Library

**MINUTES**

Jackie Demers moved and Tony Dias seconded to accept the minutes of the July meeting.

**TREASURER'S REPORT**

The Building Fund CD matured and the funds have been transferred into the checking account.

**DIRECTOR'S REPORT**

Olivia Melo presented library statistics. The Summer Reading Program had a total attendance of 133 children. The adult book discussion group continues to be popular.

**OLD BUSINESS:**

**Vestibule** - The building inspector has approved work completed thus far, including the wiring. Waiting on insulation.

**Book Drop** - The book drop has arrived, but will not be installed until the grounds work has been completed.

**NEW BUSINESS:**

**Long Range Plan** – Olivia presented an updated version of the Action Plan to be approved by Trustees and submitted to the Board of Library Commissioners by November 1<sup>st</sup> 2006.

**SEMLS Net Lender Fund** – The \$165 check received for lending more material than borrowed has been endorsed to SAILS for credit.

**Contract versus Compensation Plan** – Olivia met with attorney, Blair Bailey, to discuss options. The decision was made to continue with contracts that follow the guidelines of the compensation plan.

**Shelving** – Olivia ordered shelving for the children’s area, due in October. Upon closer review the plan to rotate the shelving in the main browsing area would result in lost shelving due to the location of the exit. The layout will remain as is, but the spacing will be adjusted to allow a wider center aisle. The shelving will be done in 2 stages due to space limitations. It will require moving all books systematically and populating the new shelving.

**Plan of Action** – Until a new library director has been hired the Trustees will assist in some of the administrative functions in conjunction with Olivia continuing as a consultant. Olivia has scheduled the staff hours to provide coverage for the normal hours of operation of the library.

**Charge to Search Committee** – Deb Briggs provided packets for Trustees and Deborah Davis that contained resumes of potential Director candidates, a job description, job search information, questionnaire, etc. There was discussion pertaining to the interviewing process, when to schedule interviews, and standard protocol.

**OTHER:**

Olivia distributed Rochester Historic District Commission Surveys.

August 19<sup>th</sup> the library will have its annual book sale.

**ADJOURNEMENT:**

Meeting was adjourned at: 8:00 p.m.

Next [regular] meeting scheduled for: September 9<sup>th</sup>, 2006 @ 8:30 a.m.

Respectfully submitted,  
Wendy Keeler, Secretary/Trustee