

**Joseph H. Plumb Memorial Library  
Trustee Meeting Minutes**

Date: June 14, 2008

Time: 8:30 am

Trustees:	Wendy Keeler	Chair		present
	Lena Bourque		Vice-Chair	present
	Phoebe Butler		Treasurer	present
	Bunny Mogilnicki	Secretary		present
	Anthony Dias			absent
	Deborah Briggs			present
	Gail Roberts	Director		present

Agenda Item

Call to order: 8:47

a. Deb moved and Phoebe seconded that the minutes of the May meeting be accepted as read. Accepted.

b. Lena moved that the August meeting of the trustees be cancelled. Wendy seconded. Accepted.

**2. Reports:**

a. Financial

Gail brought up maintaining the grounds. It was decided that it would be fiscally responsible to have the highway department take care of the property now that the lawn is more mature and the construction of the reading garden has been completed. Monies were transferred from another line item to cover the remaining lawn care cost from the private company.

Book budget for current fiscal year (07/08) has been spent.

Discussion of the gift fund account led to a decision to set the account up on pages to make it clear what is available in the different categories.

b. Library Director

The library personnel attended the following workshops and conferences:

5/6/08- Equal Access Grant Institute, part 3, Methuen, MA-attended by Gail

5/7 and 5/9/08-Mass. Library Assoc. conference, Falmouth, MA-attended by Gail

5/8/08-Mass. Library Assoc. conference, Falmouth, MA-attended by Jen

5/29-Equal Access Grant Institute, part 4, Methuen, MA-attended by Gail

Friends are considering purchasing a CD/DVD cleaner/repairer with the thought of cleaning the library's disks as well as providing the service for a small monetary amount for patrons. Friends were going to seek advice from "Movies and More" regarding cleaner.

In addition, Friends are considering the purchase of a bike rack for the library. Also discussed was the library assisting Friends with the purchase of the disk cleaner. Deb made a motion and Phoebe seconded to authorize Gail to buy the disk cleaner.

Friends will be serving refreshments at the June 28<sup>th</sup> Reading Garden opening.

Friends allocated \$150 to landscaping the reading garden.

Update on Reading Garden-Press release has been sent out. Gail discussed the parking with Pastor Leo for the private dedication. Mike M. said the statue and benches will be installed/secured by the dedication ceremony on June 22<sup>nd</sup>. Gail will send out invitations. Lena moved and Phoebe seconded that we accept the walkway to the Reading Garden. Accepted. It was moved and seconded to accept Peter Gross' gift of a marker for the meeting house stone. Accepted. Discussed the idea of a bench for under the grove of trees to the right of the parking (looking at the building).

Update on building issues-Mike will be starting work on projects once the Reading Garden is complete, schedule to come: basement, front door, siding.

Approve DVD towers and end panels purchase.

Portrait signage update-Gail is currently seeking prices on brass plaques to mount next historic pieces and memorabilia in the library. She needs to check with Anna White/Betty Beaulieu(historians) as to what information should be presented.

Update on trust funds-funds being researched.

Shrubbery committee –Deb motioned and Lena seconded tabling discussion until fall.

Awning-Mike is suggesting a matching green awning instead of flashing for the entrance. Mike's idea and flashing were discussed.

### **3. New Business**

Gazebo/Reading Garden Policy- Discussed the need for a policy on deposit, decorations and donations. Deb moved to accept the draft and await final revisions from Gail.

Siding-Deb moved and Lena seconded that we ask for shingles on the sides and clapboard on the front of the building. No vote

Benches- Discussed benches for the gazebo and replacement benches for inside the library.

### **4. Other**

Gail discussed application for the equal access, community partnership grant which is for an over fifty focus group.

Gail is working with Pastor Leo to apply for a grant for a 6 session reading group based on "Love and Forgiveness". Three sessions to be held at the library and three at the church.

A letter will be written to Lois Straffin to thank her participation in the Senior Work Off Program.

5. Adjournment: 10:12. Next scheduled meeting: July 12, 2008, 8:30 a.m.

Respectfully submitted,  
Bunny Mogilnicki  
Secretary