

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

Meeting: October 14th, 2006

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

Meeting came to order at: 8:40 a.m.

Special guest: Mike Meunier, Facilities Manager.

MINUTES

Lena moved and Jackie Demers seconded to accept the minutes for the August and September meetings.

TREASURER'S REPORT

The entire \$50K of the FY05 capital has been exhausted and current expenses will be paid from the Building Fund.

DIRECTOR'S REPORT

The monthly statistics were presented. Internet usage for August 2006 had increased to 309 hours, compared to 201 hours in August 2005 and 207 hours in August 2004.

OLD BUSINESS:

Selection of Library Director – Gail Roberts has signed a contract as Library Director with a start date of November 6th 2006.

NEW BUSINESS:

Contract for Completion of Construction – Deb Briggs moved and Pam Hiralall seconded continuing Olivia Melo's contract with severely reduced hours (approx. 1-2 hours/week) to oversee the construction project through completion, tentative ending date is the first week in December.

Artwork Acceptance – Lena Bourque moved and Pam seconded to accept a gift of framed artwork from Kathy Gayoski and Leslie Melberg. Lena to send letter of recognition.

State Aid Forms – Olivia submitted forms for state aid.

Parking Lot and Driveway – Mike Meunier discussed configuration changes to the parking lot to meet ADA regulations and relocating the entrance to New Bedford Road. The relocation of the entrance is a safety measure, specifically due to traffic at the bottom of the Town Hall front stairs and confusion regarding which library entrance is “in” and which is “out”. He presented the proposed changes to the selectmen and abutters, who did not have issues with the proposed changes. To keep expenses down only new areas will be tarred.

Circulation Desk Schematic – Schematic of configuration for new circulation desk has been sent out to bid.

Vestibule – Gutters have been installed and sheetrock installation begins next week with plastering to follow. Target date for construction is Thanksgiving.

Rugs and Shelving – Rugs have been ordered for both the existing area and the vestibule. Shelving for vestibule has been ordered.

OTHER:

It was noted that a resident was concerned with relocating the entrance to New Bedford Road.

ADJOURNEMENT:

Meeting was adjourned at: 9:40 a.m.

Next [regular] meeting scheduled for: November 7th, 2006 @ 6:30 p.m.

Respectfully submitted,
Wendy Keeler, Secretary/Trustee