

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

Meeting: April 9, 2005

Trustees:	Robin Roderick	Chair	present
	Deborah Briggs	Vice-Chair	present
	Léna Bourque	Secretary	present
	Katherine Church		<i>absent</i>
	Scott Rounseville	Treasurer	present
	Olivia Melo	Library Director	present

Meeting came to order at: 9:15 a.m.

Minutes

**March 19th** - Waived reading of minutes due to Secretary’s absence and director not having time to complete. Motion to accept, motion seconded. Minutes waived.

**NEW Business:**

**Annual Report**

Attached is a copy of the report Olivia provided to Town Hall for publication in the Rochester Annual Report. The report is a very thorough description of the library and its assets [staff/materials/services/etc] and for the first time with photos!

**Renovation of Bathrooms**

The project cost is \$24,900.00 and includes bringing the bathrooms completely up to code for handicap accessibility. The library was issued a permit [No. B-05-39 / \$24,900.00] by the Building Dept. *YEAH!* Sam Karam & Sons were the successful bidders on the project; the plan is to start the project on April 27<sup>th</sup>. Completion of the project is anticipated on or about May 19<sup>th</sup>.

**Design/Furniture Purchases**

Olivia presented a “floor plan” to the trustees in regard to a potential future plan for the library’s layout and the furniture. Several pieces will be purchased [tables, bookshelves, etc.] to better utilize the limited space in the library. The trustees were thrilled with her concepts and the well thought out presentation of the plan. It was determined that monies for the project will be derived from the Building Fund “fluid” account (noted in minutes of Sept. 11<sup>th</sup> meeting). A motion was made to move forward with the furniture purchases and intended floor plan. Motion seconded. Motion accepted.

**Library Future/Board Transition**

Marking the last meeting for the above listed board of trustees, a lengthy discussion ensued about the future of the library. It was discussed that the board be diligent in continuing in its “forward moving direction” regarding the maintaining and improving of the existing library. The board outlined the use of existing monies currently available to be used for the betterment of the library. Since the major expansion project was voted down by the Town, the monies currently in the Building Fund CD will be used for the rug, shelving and furniture as needed. A portion of these funds will also be used to compliment the funds being granted at Annual Town Meeting for the vestibule renovations. Monetary requests from town meeting [past and future] will be continually directed toward specific projects as outlined by the library and approved by FinCom.

**OLD Business**

**Historic District Commission/Windows:**

RHDC Application No. 40: Trustee Léna Bourque went as the [only] library representative to meet with the RHDC on April 7<sup>th</sup> [scheduling conflicts for other members & director]. The meeting did not go as planned due to the absence of RHDC member Claude M. The RHDC felt the need to request the library/trustees file for an extension [which the library voted down at the Mar mtg] due to the 60 day period coming to a close. LB [with phone consultation from library] conceded and submitted to the request and filed for an extension. The RHDC scheduled the next meeting for April 27<sup>th</sup>; with hopes of having the window issue resolved before the next Town Meeting.

*Note: Extension prevented the need to start the process from day 1 [with another 60 day filing]. Time would not have allowed for RDHC results prior to upcoming town meeting when monies would have been lost due to lack of expenditure in FY 05.*

**Communication Received**

**MBLC Standards Change**

The town of Rochester has past the 5000 resident mark. What does this mean?  
It means that it changes our Minimum Materials Expenditure Requirement (605 CMR 4.01(3)) from the 20% down to the 19%.

**MBLC Additional State Aid award**

The Plumb Library received notice that it would receive a second State Aid to Public Libraries award:

FY2005 Municipal Equalization Grant (MEG)	\$338.90
and the FY2005 Nonresident Circulation Offset Award	<u>23.08</u>
	\$361.98

**Wireless PR:**

An article about the library's wireless capabilities was featured in the Standard Times, see attached.

**Other**

**Library Furniture:**

With all the changes in the library, Olivia suggested the need to part with the existing couch [too big/too much room]. The board agreed and decided to seek a new home for the furniture [matching chairs in basement]. Olivia said she would contact all the other town departments to see who might be interested. Trustees motioned to move forward with plan to find a new home for furniture. Motion Seconded. Motion approved.

**Adjournment:**

Meeting was adjourned at: 10:30 a.m.  
Next [regular] meeting scheduled for: **May 14<sup>th</sup> (2<sup>nd</sup> Saturday)**

Respectfully submitted,  
Léna Bourque, Secretary/Trustee