

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

Meeting: January 21, 2006

Trustees:	Deborah Briggs	Chair	present
	Katherine Church		absent
	Lena Bourque	Treasurer	present
	Jackie Demers	Secretary	present
	Anthony Dias		absent
	Pamela Hiralall	Vice-Chair	present
	Olivia Melo	Director	present
	Mike Meunier	Special Guest	present

Meeting came to order at: 8:45 a.m.

MINUTES

The minutes of the December meeting were approved as written.

The next meeting will be on February 11, 2006 at 8:30 a.m.

Mike Meunier, Facilities Manager for the Town met with the Board to review the vestibule plans and budgetary needs for FY07. The vestibule plans were accepted through a motion made by Lena Bourque and seconded by Deb Briggs.

The plans need to be certified by an engineer prior to being submitted to the Building Department. Once these steps are completed, the project will go out to bid. Mike will oversee the vestibule project. The library will remain open during this project as there are two other entrances that can be used by the public.

Other projects Mike is looking at include the basement, the building and grounds. During the vestibule project, Mike plans to have the rotting freeze boards replaced with vinyl-covered material. Mike has started cleaning out the cellar by moving some of the metal shelves to the police station. Part of the cleaning process will include painting the floor and the walls with a sealer to help avoid moisture. The purchase of a dehumidifier should also be considered in order to protect items stored in the cellar and this will also eliminate mold spores. A commercial quality unit is less than \$2,000.00.

Mike asked the Board to consider adding \$1,000 to the budget for grounds maintenance so that a landscaping company can be contracted to do all the grounds work. The Highway Dept. has willingly tackled this in previous years, but it has come to the point where it really needs to be done by a professional crew. This would include maintenance along with items such as lawn fertilizer, etc.

TREASURER'S REPORT

Lena and Olivia presented the upcoming budget.

DIRECTOR'S REPORT

Olivia reviewed library usage statistics. Family Game night will be dropped from the program schedule due to lack of attendance. In February, a Chess club will be held on the 4th Saturday of the month.

OLD BUSINESS:

Bulletin Board Policy – The Board voted to accept the bulletin board policy as written.

NEW BUSINESS:

Internet Policy – The revised policy was reviewed. Added to the policy was the statement that users may NOT use chatting sites. Parents must sign the policy agreement. In case of abuse of the policy computer privileges will be lost. Olivia will work on procedures for this policy.

State Aid Award – The library is receiving \$7,000 in State Aid this year. The \$ amount has increased by approximately \$1,000 each year. This money is used in the operating budget when the need arise.

Shelving Plans – Olivia has been investigating shelf replacements for the children's area. Tucker Co. of New Hampshire came in for a consultation. Priorities include shelving in the Children's area, desk area and adult area. Olivia presented the Trustees with layout diagrams to be reviewed. As presented, this new shelving would provide much more area for book storage.

COMMUNICATION SENT:

SAILS – Olivia has written a letter of support was sent to SAILS for the grant to replace telecommunications equipment.

COMMUNICATION RECEIVED:

FY07 Budget – Memo from Finance Committee was received requesting that budgets be prepared and submitted by January 31st. Olivia will be working on the budget and will send copy to Trustees for review. Request was to once again level fund.

ADJOURNEMENT:

Meeting was adjourned at: 10:35 a.m.

Next [regular] meeting scheduled for: February 11th at 8:30 a.m.

Respectfully submitted,
Jackie Demers, Secretary/Trustee