

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

Meeting: July 9, 2005

Trustees:	Deborah Briggs	Chair	present
	Katherine Church		absent
	Lena Bourque	Treasurer	present
	Jackie Demers	Secretary	present
	Anthony Dias		present
	Pamela Hiralall		present
	Olivia Melo	Director	present

Meeting came to order at: 8:35 a.m.

**MINUTES:**

The minutes of the June 18<sup>th</sup> meeting were read and accepted. The Trustees voted to skip the August meeting.

**TREASURER’S REPORT:**

No Treasurer’s report given due to it being the beginning of the fiscal year.

**DIRECTOR’S REPORT:**

Olivia reported that we are still waiting for the front bay windows as they have to be custom built.

The Summer Program has kicked off very successfully with 119 children and 20 adults signed up. The book filled prize baskets were once again provided by the Friends. There are two baskets for adults and several for young readers. On average, thirty-seven children attend the craft sessions on Wednesday afternoons.

The new tables have come in as well as the magazine and “new books” shelf. The supplier did not send the tilting shelves for the magazine display. These will be arriving shortly. The new shelving for adult materials will be complete by September. Shelving for the juvenile collection will be focused on next year.

**OLD BUSINESS:**

**FY05 Capital Expenditures** – Of the \$50,000.00, only \$26 was not spent this fiscal year. Encumbered is \$6,000.00 for the windows; \$146 was spent on the bathroom cabinets.

**Letter to Rudy Riefstahl** - A letter was sent out to Mr. Riefstahl in response to his concerns on the library parking lot.

**Outside cleanup** - Debbie has spoken to Jeff Eldridge; he will be cleaning up brush. Bunny Mogilnicki, a Friend of the Library has offered to clean around the gazebo and do some planting paid for by the Friends of the Library.

**NEW BUSINESS:**

**Historical Society materials** - A motion was made and seconded to return ten items which are duplicates to the Historical Society of Rochester. In a letter dated June 27, 2005, the Historical Society requested the items be returned to them as they now have their own space. (see attached)

**Furniture at Town Hall** - Lena will be checking out an old desk that has been at the Town Hall that belonged to the library. If it is not an antique, it could be offered to the town or it could be offered as a gift to the Friends of the Library. There is no policy about used furniture.

**Schematic for vestibule** - Concerning the addition of the vestibule, a schematic will be sought. Olivia needs three estimates. She wants to be well-prepared in her meeting with the Historical Society and have pictures to present the members.

**Library card policies** - On July 26<sup>th</sup>, SAILS will be upgrading the computer system. Deb Conrad will be installing the new system. During the period of transition from the old hardware to the new one, library cards must be used.

**Card in hand to check out** - A motion was made and seconded to draft a policy concerning use of library cards. Library cards will be required; new cards will be issued without charge for this purpose in the month of August. Olivia will review current circulation policies and update them to reflect decision made by the board.

**Eligibility for cards change from 5 years to 0** - She would also like to drop the age requirement for library cards, starting them at birth. There are four boxes of old cards that could be used for children. A motion was made and seconded that there be no age requirement to obtain a library card.

**ADJOURNEMENT:**

The meeting was adjourned at 9:56 a.m.

Next [regular] meeting scheduled for: September 10, 2005

Respectfully submitted,

Jackie Demers, Secretary/Trustee