

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

Meeting: June 18, 2004

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: 8:36 a.m.

MINUTES: The minutes of the May 14th Trustees Meeting were read and accepted.

TREASURER'S REPORT: No Report

DIRECTOR'S REPORT:

Annual Town Meeting: The FY06 Budget was approved as requested and recommended by the FinComm. The new budget included increasing the hours of the Library Assistant for Children's Services from 19 to 30 hours. Also included in the budget was a \$3000 request to finish upgrading the public internet stations and a request for the \$50,000 Capital to renovate the vestibule.

FY05 Budget: Completely on target for spending. Only line item showing a balance is for materials. Additional funds used this year for supplies and materials came from the Revolving Fund. This fund is derived from fines, copier fees, etc. and is reverted back to the library. It can be used for books, etc. There is a cap of \$5,000.

Programs: Olivia reviewed the statistics, noting that 12 boys participated in the Yu-Gi-Oh Tournament. The Friends of the Library donated \$100 for prizes.

Jen and Michele have taken over the Book Club, doing all the preparation, providing the refreshments, etc. This is held the last Thursday of each month and has been up and running since Oct. It is held from 6:30 to 8:15.

Staff: All of the staff attended the Massachusetts Library Association Annual Conference in Falmouth. The conference offers our small staff an opportunity to network with fellow librarians while obtaining up-to-date information on services and programs available throughout the state.

NEW BUSINESS:

Directors Contract: Lena made the motion and Tony seconded to grant an additional week of vacation for Olivia, for a total of three weeks. So voted. All Trustees signed the one year Staff contracts.

Evaluations: All evaluations for the staff have been completed as they are due in by July 1st of every year. The evaluation for the Director is due by August 15th. The Trustees are to provide input by July 15th to Deb Briggs, Chair.

OLD BUSINESS:

Windows: The contract with Steven's Home Improvement for the replacement of the windows has been signed. There remained \$231 in the Building Improvements Fund. Olivia purchased shelving from Home Depot for \$60 leaving about \$160 to purchase two medicine cabinets. The new bathrooms are complete.

Vice-Chair Position: Pam Hirallal will serve as Vice Chair of the Trustees.

COMMUNICATION RECEIVED:

Patron Letter: Olivia supplied the Board with a letter received from Rudy Riefstahl concerning parking in the parking lot. Outgoing Secretary Lena Bourque will compose a reply letter to Mr. Riefstahl on behalf of the Board.

COMMUNICATON SENT:

Card: A get well card was signed by all attending the meeting and sent to Katherine Church who has pneumonia and has been unable to attend several meetings.

OTHER:

Summer Reading Program: Due to the success of last years "reading to earn a tree planted on library grounds", this year's Summer Reading Program will also be linked to a charity. This year, tickets to Edaville Railroad will be purchased by the Friends of the Library and donated to a needy family in Rochester.

Landscaping: A discussion was held concerning Bunny Mogilnicki doing landscaping. It was deemed premature since nothing has been decided about parking lot improvements.

New Staff & Volunteer: Olivia introduced new page Nicole Bannon and Saturday volunteer Jennifer Perry to the Board.

ADJOURNMENT:

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

Next [regular] meeting scheduled for: July 9, 2005 at 8:30 a.m.

Respectfully submitted,
Jackie Demers, Secretary/Trustee