

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

Meeting: November 7th, 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
	Gail Roberts	Director	present

Meeting came to order at: 6:30 p.m.

Welcomed Gail Roberts as new Library Director.

MINUTES

Deb Briggs moved and Pam Hiralall seconded to accept the October minutes.

TREASURER'S REPORT

Invoices received are being paid from Building Fund.

DIRECTOR'S REPORT

Gail Roberts presented the monthly statistics.

OLD BUSINESS:

Circulation Desk Schematic – Bid received on circulation desk was higher than anticipated; revised bid was also higher than anticipated. Schematic was shown to Mike Meunier for estimates of retrofit options for existing desk and alcove behind the desk. Unanimous vote to have Mike Meunier reconfigure existing desk.

Shelving – Shelving for vestibule has been postponed.

Remaining Work Timeline – Gail presented Mike Meunier's timeline of carpet installation, painting, emptying/restocking shelves, etc. to meet scheduled deadline. Discussed staff and volunteer participation.

NEW BUSINESS:

Library Closing for Renovations – Lena Bourque moved and Deb Briggs seconded continuing Olivia Melo's contract with severely reduced hours to oversee the construction project through completion, tentative ending date is the first week in December.

OTHER:

On December 2nd the Friends of the Plumb Library Open House will be preceded with the Renovation Dedication at 9:30 a.m.

ADJOURNEMENT:

Meeting was adjourned at: 10:20 a.m.

Next [regular] meeting scheduled for: December 9th, 2006 @ 8:30 a.m.

Respectfully submitted,
Wendy Keeler, Secretary/Trustee