

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

Meeting: November 10th, 2007

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: 8:40 a.m.

MINUTES

Deb moved to accept September Minutes, Lena seconded. Jackie moved to accept October Minutes, Deb seconded.

TREASURER’S REPORT

Discussed current budget, budget is on target. Researching balances of our accounts.

DIRECTOR’S REPORT

Gail Roberts distributed the monthly statistics and Highlights for October.

Gail attended Town Heads’ meeting, Friends Annual Meeting, and “Rural Library as Place” webinar.

OLD BUSINESS:

Copier and Printers – Gail is continuing to research a replacement copier. She is meeting with Minolta this week. Deb moved that \$656.75 for the purchase of three printers and accessories be deducted from the revolving fund. Pam seconded.

Future Projects – Deb made motion to put aside discussion of expansion until the current projects are complete. Pam seconded. Approved unanimously.

Reading Garden Update – Discussion to bring everyone up to speed on conversations and current status of project.

NEW BUSINESS:

Facility Manager Recommendations – Mike recommended amending our budget to break apart facilities and maintenance, increase oil by 40%, and increase gas by 15%. He has an electrician researching cost effective lighting options. He gave estimates of \$5K for the front door, \$3K to finish the handicap ramp, and \$6K for siding. The raising of the ceiling is not feasible.

FY09 Evaluations – Gail has passed her one year mark as director. The evaluation process is underway for Director and staff.

Window Treatment – Deb made motion to research blinds for the windows (8X), excluding the bays. She will bring brochures to next meeting. Pam seconded.

Basement Storage Location – Gail presented the idea of making a shelving location in the basement to keep seasonal materials and still be readily available. She will further research.

Shelving – The shelving units we have are still manufactured. Instead of pursuing new shelving Gail will look into what it would cost to replace the end panels and shelves that are damaged.

Holiday Hours – Deb made motion that the library be closed both Christmas Eve and New Year's Eve. Wendy seconded.

Food for Fines – Deb made motion that December is Food for Fines as we do annually. Pam seconded.

Reframing the Plumbs – Lena expressed concern over the aging of Mr. Plumb's portrait and would like to have Mr. and Mrs. Plumb in similar frames. Lena will research options to present to the board.

Artist Payment – Deb made motion that an artist be compensated/commissioned to paint the "Reading Garden". Pam seconded.

OTHER:

Friends Annual Holiday Sale – December 1st, 2007 the Friends will be hosting their Holiday Sale. There will be a silent auction. They will also be selling plants and wreaths and the tree decorating event (order forms have been mailed out and available at the circ desk).

ADJOURNEMENT:

Meeting was adjourned at: 10:05 a.m.
Next [regular] meeting scheduled for: December 8th, 2007 @ 8:30 a.m.

Respectfully submitted,
Wendy Keeler, Secretary/Trustee