

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

Meeting: Saturday, October 15, 2005

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

Meeting came to order at: 8:50 a.m.

MINUTES

The reading of the minutes from the September meeting was waived due to the Secretary's absence. Motion was made to accept, motion seconded. Minutes waived.

TREASURER'S REPORT

None at this time as reports from Town Hall have not been received.

DIRECTOR'S REPORT

Monthly report with statistical information will be presented at the next monthly meeting.

OLD BUSINESS:

Windows Update – The windows in the bathroom are complete as of Wednesday. The clear bottom sashes were replaced with frosted ones. The bay windows are on schedule to be replaced on October 24th & 25th.

Letter to Karam & Sons - A letter was sent to Andre Karam thanking him for his estimate on the vestibule remodeling. The letter also indicated that the project will be handled by the newly hired Facilities Manager and all proposals should be addressed to him.

NEW BUSINESS:

State Aid Forms – The Municipal Equalization Grant (MEG) and Library Incentive Grant (LIG) forms were submitted to the Board of Library Commissioners. We met our requirement of expending 20% of our operating budget on materials. We will probably receive \$7,000.00 from the state as an award for meeting this requirement.

Cultural Council Application – Olivia submitted an application to the LCC for \$400 to be used for a performer during the summer reading program of 2006.

Friends Annual Meeting – The annual meeting of the Friends of the Library was held on October 13th. (see attached report) Discussion was held at the

Friends meeting regarding a better investment option for the \$50,000 in the Building Fund. The CD is due to expire in March of 2006.

Lena (who attended the Friends meeting) reported to the Board the discussion held at the meeting. This prompted a discussion by the Trustees regarding this fund and it was decided that attempting another grant for expansion within the next 5 – 10 years was not feasible. Therefore, the decision taken at the Trustees meeting in April stands. *Since the major expansion project was voted down by the Town, the monies in the Building Fund CD will be used to compliment the funds being granted at Annual Town Meeting for the vestibule renovation. The remainder will be used for the rug, shelving and furniture as needed.* Lena Bourque, as Treasurer for the Trustees, will meet with Nina Schneider, Treasurer from the Friends to discuss what steps need to be taken when the CD matures in March.

Vestibule Update – Mike Meunier is in the process of obtaining plans based on discussion held with Library Director and review of architectural drawings from the MBLC plans. Plans should be available for review at the November meeting.

Collection Development Policy – The current policy was written in 1997. In order to have an up-to-date collection development policy to include current purchases, this policy needs to be rewritten. The trustees agreed that a new draft needs to be presented at the November meeting for review.

Hallway Postings Policy – Due to the lack of space and the amount of material being posted on the doors in the vestibule, a policy will be written to indicate which material is acceptable for posting. At this time, the Board indicated an interest in posting only “not-for-profit” information. A draft policy will be presented at the November meeting.

OTHER:

RHDC pamphlet – A pamphlet from the RHDC indicating the proper protocol for submission of requests was mailed out to all residents in the Historic District.

Letter to the Editor – A letter was submitted in recognition of all the hard work done by the Friends of the Library for the annual booksale.

Memorial Trees – The bricks have arrived for the trees planted in memory of Althea Fearing, Eunice Jenkins and Olive Winslow. Former Trustee Robin Roderick, who was instrumental in having these trees planted, was in attendance at the tail end of the meeting. Possible dates for the ceremonial brick planting was discussed and will be reviewed with the GreenWays people to determine when it will be held.

ADJOURNEMENT:

Meeting was adjourned at: 9:55 a.m.
Next [regular] meeting scheduled for: November 19th, at 8:30 a.m
Respectfully submitted,
Olivia Melo, Library Director