

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

Meeting: September 10th, 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: 8:45 a.m.

MINUTES

The minutes of the previous meeting of July 9th were read and accepted. The Board opted to not meet during the month of August this year.

TREASURER'S REPORT

Lena Bourque noted that budget was received from Town Treasurer Claudette Coutu and we are on target with our spending.

DIRECTOR'S REPORT

Olivia noted that there has been an increase in the July and August statistics. The goal is to loan more materials than we borrow. It doesn't appear to be so in July because of the time the computers were down. The state will start reimbursing libraries that loan more than they borrow.

Internet use is being tracked. There was over 200 hours of use per month.

The Summer Reading Program included 26 adult and 114 children participants. The Friends of the Library paid for a pass to Edaville Railroad. Rochester Memorial School is in charge of awarding the prize to one of its families. The Library staff has been preparing for the new programs that will begin in October. Publicity will be going out soon.

OLD BUSINESS:

Long Range Plan - Olivia spent over 60 hours on the plan for 2006 – 2010 which has to be submitted by October 1st. She will date it as of today, September 10th. It is now an official document. She reviewed the plan extensively with the Trustees. The Plan has to be updated on a yearly basis.

Outside Cleanup – Bunny Mogilnicki from the Friends group has done the planting around the gazebo. Jeff Eldridge and the highway crew have trimmed the bushes and cut down several trees that were overgrown and leaning towards the library.

Mike Meunier, Facilities Manager, will contract with a painter in the spring when the remodeling on the vestibule is complete.

Furniture at Town Hall – Lena has gone over to see the desk and has determined that it is not of antique quality and will leave it with Town Hall as requested by Selectmen.

Letter to Historical Society – Trustees reviewed letter that was sent to the Rochester Historical Society in regards to items in the collection. The society had requested that their materials which were doubles of what the library owns, be given back to be housed at the Society. The letter specified that the request originated from the Society and that the items were being handed back with the condition that they would never be reinstated in the library's collection due to expense or reinstating.

Schematic for the Vestibule - Mike Meunier is working with an architect to come up with a schematic. Rough plans were reviewed with Olivia and the cost of drafting up the design will be very minimal.

Windows – Still in the process of being replaced. Harvey Industries sent the wrong size window. Steven's has had to send it back and is waiting the new one. Windows should be complete by the end of October.

Honoring previous Chair – Olivia will start investigating the possibility of having a plaque in the new entryway listing the names of past trustees and years served and a special plaque will be dedicated to Robin Roderick who served on the Board for 10 years and worked tirelessly towards an expansion project.

NEW BUSINESS:

SAILS FY06 Network agreement - Olivia has signed the agreement. The assessment for next year will include a 1% to 2% increase from last year. This years fee was \$9,520.00 and should be no more than \$9,700.00 next year. We currently do not pay any Internet fees as it is supplied free to us via Comcast.

OTHER:

Memorial Gift – A gift of three children's books was made in memory of Carol LeConte by Anna White.

ADJOURNEMENT:

Meeting was adjourned at: 10:35
Next [regular] meeting scheduled for: October 15th at 8:30 a.m. This is the third Saturday due to the Columbus Day holiday during the previous weekend.

Respectfully submitted,
Jackie Demers, Secretary/Trustee