

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

Meeting: September 9th, 2006

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

Meeting came to order at: 8:30 a.m.

Special guest: Deborah Davis, President of Friends of the Plumb Library and Mike Meunier, Facilities Manager.

MINUTES

Minutes for the August meeting were not presented, will be presented at October meeting.

TREASURER’S REPORT

Upon paying the most recent submission of invoices a total of \$46,864.67 from the town’s FY05 appropriation of \$50K has been spent. New expenses will be paid from the Building Fund and the balance left from the FY05 funds.

DIRECTOR’S REPORT

The monthly statistics will be presented at the October meeting.

OLD BUSINESS:

Extension of Director’s Contract – A contract extension was approved for hourly pay for Olivia to act as Director on a consultant basis, not to exceed 20 hours per week, until the Director’s position is filled.

Resume Review – General discussion about resumes and qualifications based on relevance to the position to be filled. Finalized interview questions.

Candidate Selection for Interview – Candidates were nominated for interview. Deb Briggs will be contacting candidates to schedule interviews.

NEW BUSINESS:

PS2 Circulation Policy – Established policy as \$1.00/day late fee and one week loan period.

Lost Card Replacement Fee – Deb Briggs moved and Tony Dias seconded waiving the lost card replacement fee for the month of September to encourage patrons to replace lost cards.

NSTAR & Gas Service into Building – Mike Meunier presented the option of converting to natural gas as pertains to library expansion, pooling usage with other town buildings, and HVAC efficiency. The cost is \$800 for NSTAR to connect from New Bedford Road.

Conversion of Oil Heat to Gas Heat – The current HVAC unit cannot support the added burden of the vestibule and basement. Mike Meunier presented an option for a roof-mounted compressor/heating unit for the vestibule which can also support the rest of the building. Deb Briggs moved and Pam Hiralall seconded pursuing the \$1450 programmable conversion unit.

Fence – We received notification that approximately 6 feet of the library frontage along the First Congregational Church driveway encroaches on church property. Pastor Leo Christian will deed the property to the library if the fencing is removed to allow overflow parking for the church. All agreed to the removal of the fence.

Landscaping – Discussion about shrub removal and landscaping the front of the building. It was agreed to table landscaping until it is known if funds will be available.

OTHER:

Open House for Olivia Melo on September 18th, from 4-8 pm coordinated by Friends to be held at the library.

ADJOURNEMENT:

Meeting was adjourned at: 10:15 a.m.

Next [regular] meeting scheduled for: October 14th, 2006 @ 8:30 a.m.

Respectfully submitted,
Wendy Keeler, Secretary/Trustee