

Joseph Plumb Memorial Library – Rochester

Minutes for Meeting of the Board of Trustees

Meeting: December 8, 2012 8:30am

Attendance:	Phoebe Butler	Chair
	Dennis Desrosiers	Vice-Chair
	Win Sharples	
	Mary Levenson	
	Gail Roberts	Director
Absent	Jen Kulak	Treasurer
	Jay Williams	Secretary

Meeting came to order at: 8:31 a.m.

Next [regular] meeting tentatively scheduled for: January 12, 2013 @ **8:30 a.m.**

MINUTES

Minutes for October and November approved. Motion to accept by Dennis; Second by Mary

FINANCIAL

Nothing new to report

DIRECTOR'S REPORTS

Gail presented the Director's Reports for October and November and the numbers were reviewed (see reports for detail). Junior Friends have partnered with the Mattapoisett Junior Friends on a food drive project. The carpet was cleaned before Thanksgiving.

FRIENDS:

BUILDING UPDATE

Nothing new to report.

OLD BUSINESS:

- Library Director's annual review: Motion to accept the review by Mary; second by Win. Approved. A copy of the review will be submitted to the Town Hall

NEW BUSINESS:

- New job descriptions are being worked on for all town employees, including library staff. Gail worked with the consultant on the job descriptions.

OTHER BUSINESS

Win, Mary, Phoebe, Gail and Lisa will attend the Town Employee's Christmas luncheon on Dec. 14.

ADJOURNEMENT:

Meeting was adjourned at: 9:08 a.m.

Respectfully submitted,
Gail Roberts, Library Director