

# Joseph Plumb Memorial Library – Rochester

## Minutes for Meeting of the Board of Trustees

Meeting: Dec 14<sup>th</sup>, 2013 8:30am

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

Guests:

Meeting came to order at: 08:34 a.m.

Next [regular] meeting tentatively scheduled for: Jan 11th @ 8:30 a.m.

### MINUTES

Minutes for November approved. DDesrosiers/JKulak motioned and 2nded

### DIRECTOR'S REPORT

Gail presented the Director's Report and the numbers were reviewed (see report for detail).

- New construction on the basement will not begin until new town facilities manager has been found.
- Windows XP operating system will no longer a supported product by April 2014. Upgrading some of the libraries existing computers to Windows 7 is not really very feasible as they are outdated and slow as it is. Need to replace 4 public PCs, 2 circulation PCs and 2 staff PCs. Quote from SAILS for off-lease computers to replace all these, and with a 3 year warranty and installation is \$3290, and is very reasonable. State Aid account can cover this cost.
- Collaborating with Marion and Mattapoissett libraries on "Science is Everywhere" grant through the MA Board if Library Commissioners for \$10,000

### OLD BUSINESS:

- No update on building committee. Progress on-hold until a new town facilities manager has been found.
- Dennis brought up that the doors to meeting room downstairs should be have finished applied and hardware installed or they will begin to get stains and dirt on them that will not be easily removed. Phoebe will investigate.

### NEW BUSINESS:

- Reviewed Library survey
- Reviewed Director's Performance evaluation. JKulak motioned to pass, MLevenson 2nded, all approved
- Library Budget Reviewed. WSharples motioned to pass, DDesrosiers 2nded, all approved
- Winston raised the subject fundraising for library improvements, and it was discussed that once the basement project is done and we have the space to accommodate more additions, we will look towards fundraising.

### FRIENDS:

- Made almost \$1100 bake sale and silent auction
- Phoebe reports that the gluten-free coffee cake was excellent

### ADJOURNEMENT:

Meeting was adjourned at: 09:48 a.m. MLevenson moved, JKulak seconded.

Respectfully submitted,  
Jay Williams, Secretary