

Joseph Plumb Memorial Library – Rochester

Minutes for Meeting of the Board of Trustees

Meeting: Feb 11th, 2012 8:30am

Attendance:	Phoebe Butler	Chair
	Dennis Desrosiers	Treasurer
	Jay Williams	Secretary
	Wendy Keeler	Trustee
	Gail Roberts	Director
Guests:	Helen Duryea	Candidate Trustee
	Mary Levenson	Candidate Trustee
	Jen Kulak	Candidate Trustee
	Win Sharples	Candidate Trustee

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

Next [regular] meeting tentatively scheduled for: March 10th @ 8:30 a.m.

MINUTES

Minutes for January approved.

DIRECTOR'S REPORT

Gail presented the Director's Report and the numbers were reviewed (see report for detail). The following items mentioned in the report were also discussed.

- Discussed heating system, which needed a cleaning last month and had shut down. Looking into a service contract, since we don't have one, and possible combining with another town's department (town hall, council on aging) contract. Will have to put out for bid if doing our own contract. Mike apparently does not track when the library should have a yearly cleaning.
- Chairs situation. Current chairs in library are rather old and some are not in good repair. Gail would like to replace them with additional stacking chairs which are easier to store and easier to move. If they current ones were declared surplus would could move in that direction. Wendy motioned to declare them surplus, Dennis 2nded. Wendy mentioned it would also be good to have some chairs with arms for older patrons who have trouble getting out of chairs which do not have arms.
- SAILS meeting: SAILS is looking to see if there is interest in initiating a voice notification system. Our library doesn't really feel a need for this as we have so few to do. We would probably opt out of this.
- SAILS now offering a mobile app called BookMyne to be able to look at your SAILS account from mobile devices.
- Budget update: There was a correction to salaries on handout.

OLD BUSINESS:

- Building committee update: Mike looking to grout the tiled floor in the basement, and then looking next to finishing framing the remaining space, which should use up the rest of the money allocated for that.
- Discussion of use of the prospective meeting room in the basement. If being used outside of library hours, then may have to think about charging for that, as well as having a separate entrance and key for access. Right now, plans are to use basement for storage & private meetings (once goes public, must have handicapped access).

NEW BUSINESS:

- There is a link on the SAILS website for a patron survey for anyone wishing to give feedback regarding the SAILS website.
- Discussion of applying for Makepeace grant (up to \$10,000)
 - Use for finishing basement, and name it in honor of Makepeace?
 - Use for buying library ebook readers? Several issues to overcome there in such as determining how to load/unload media, maintenance, release for responsibility if damaged by patron, locking them down so they can't purchase additional content by patron, being able to provide patrons with a list of what's currently available, how to determine late fees etc.
 - Trustees voted to apply for the grant to use for the basement room.
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FRIENDS:

- Junior friends meeting today (Feb 11th). They have been very involved with community service programs.

ADJOURNMENT:

Meeting was adjourned at: 9:48 a.m. Phoebe moved, Jay seconded. Members went downstairs with guests to look at the current basement condition.

Respectfully submitted,
Jay Williams, Secretary