

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

Meeting:	February 12, 2005		
Trustees:	Robin Roderick	Chair	present
	Deborah Briggs	Vice-Chair	present
	Léna Bourque	Secretary	present
	Katherine Church		<i>absent</i>
	Scott Rounseville	Treasurer	present
	Olivia Melo	Library Director	present
Guest(s):	Tony Domagala	trustee-candidate	
	Elizabeth Owen	trustee-candidate	

Meeting came to order at: 9:15 a.m.

Minutes

Jan 22nd - Minutes read. Motion to accept, motion seconded. Minutes accepted.

Director’s Report /Treasurers Report

Scott says that the library is on track. Fin/Com meeting date set for Monday, February 14th at 7:15 p.m. Olivia was able to secure a \$750 “rebate” from SAILS due to Internet service being provided through Comcast, thereby not needing to use SAILS as the Internet provider. Olivia provided library trustees with a comparative analysis of Tri-Library expenses and services, which she will bring to the Fin/Com meeting. A conscious attempt was made to “level” fund as many line items as possible.

Form 40: Olivia has submitted a form regarding the \$3000 computer up-grade (under \$10,000)

Form 4C: Olivia has submitted a form regarding the pending vestibule alterations toward FY06 town meeting monies (over \$10,000)

Bathroom: A signed contract needs to be in place by Jun 30, 2005 in order to not lose the monies awarded at last year’s Town Meeting (\$50,000). Awards need to be completely spent in the fiscal year assigned.

NEW Business:

Hot Water Tank

Olivia obtained three estimates for replacing the hot water tank. Replacing the *80 gallon electric hot water heater* will cut on electrical costs. All three bids comparable in price. Trustees made motion to accept bid from McGraw; motion seconded. **Olivia will cement bid and move forward toward scheduling replacement.**

**Joseph Plumb Library Minutes –
February 12, 2004
page 2**

New Program “Book by Mail” is in the process of being “planned”. Olivia presented the idea to purchase “re-usable Post Office approved envelopes” to use for patrons who might be homebound ie: ill, senior or homebound, new moms. The patron will contact the library; order their desired material. The staff will give to Post Office and it will be mailed to the patron. The material will be returned to the library through the same envelope with reversible label. Trustees love the idea and encourage follow through.
It will be exclusive to Rochester residents only.

Note of Thanks Patron Bunny Mogilnicki sent a lovely note in appreciation of our Book Club program.

OLD Business

Windows: Final 3 proposals presented to trustees regarding window replacement. After a lengthy discussion the trustees made a motion to accept the bid from Steven Home Improvements. Motion seconded. Accepted. Olivia will contact Steven and move forward with window replacements.

Bay Windows: Olivia has submitted an application for certificate to the Rochester Historic District Commission in regard to the bay window replacement.

**Long Range:
Plan** The “Community Forum” process with Olivia, Deb Briggs/trustee and several others has been scheduled for March 17th; the independent moderator will be Cheryl Bryan of SEMLS. *Reminder: the meeting is open to everyone – not just members of committee.*

Trustee Vacancy: Olivia will be posting the vacancy in the Wanderer and the Sentinel with hopes of attracting persons interested in the position.

Memorials: Robin/chair mentioned the need to follow through with the memorial trees for past trustees: Eunice and Althea (both passed). She will be contacting the both the Greenways Committee and the Friends of Plumb Library to complete process.

Adjournment:

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

Next [regular] meeting scheduled for: **March 12 (2nd Saturday)**

Respectfully submitted,
Léna Bourque, Trustee/Secretary