Joseph Plumb Memorial Library – Rochester

Minutes for Meeting of the Board of Trustees

Meeting: February 7, 2015 @ 8:30am

Attendance: Phoebe Butler- Chair

Win Sharples – Vice Chair

Mary Levenson - Treasurer

Rhonda Reints - Secretary

Dennis Desrosiers

Jennifer Kulak \*\*Absent

Gail Roberts- Director

Guests: Mary Beatrice Russo- potential Trustee

Meeting came to order at: 8:28 a.m

Next meeting tentatively scheduled for March 14, 2015 @ 8:30 a.m.

# MINUTES

Minutes for January reviewed. Dennis made a motion to approve; Win seconded; approved.

# DIRECTOR’S REPORT

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

Dennis asked if the Makepeace donation has a time limit. Gail responded, “No.”

There are a potential two spots available on the Library Board. Mary Levenson is currently the only one running.

Gail submitted the annual report to Veronica. A soft copy was sent to all trustees via email.

**BUILDING**

Library was closed two days due to a snow storm.

Book drop box had snow in it due to the blowing of snow. There is a lifetime warranty on the box, just need to find paperwork. Gail will try to investigate to see if an adjustment to the box will eliminate the problem.

Three lights were out inside the library. Andrew has ordered more ballasts and replaced two of the lights. Andrew also replaced the locks on the main entrance and the ramp door.

Gail, Phoebe, and Rhonda met with Mike McCue to discuss his outlook for the library in the year to come. Trustees would like the basement project to be completed in 2015.

Two recycling bins were ordered for the new pick up program. Library is currently waiting for the delivery of the new trash bins.

# OLD BUSINESS:

Two backpacks are completed for the MOBY grant. One is still being prepared. The backpacks were critiqued by a group of students. The “Stargazing” backpack was the most popular.

Today at 1:00 is our first MOBY snow activity of making bird feeders and playing in the snow. Lloyds’ market has donated Hot Chocolate for the event.

Website is coming along slowly. Gail has done quite a bit, but there is still more to be added.

Grant Committee: They meet the second week of the month and will discuss the backpacks presentation to the local schools.

# NEW BUSINESS:

IRS tax forms are limited in hard copy at this time due to budget cuts. Library received a small amount of forms, but no instruction books. The government is encouraging patrons to use irs.gov website. The Library did receive Massachusettes State tax forms this year.

Friend’s board will be meeting next week. Membership renewal is down for the year. They will be raffling off a Kindle for those that renew. On March 21st they will be holding a Movie Night. They will also be coordinating a clothing drive with Savers to raise funds.

There are two pairs of snow shoes to loan out to patrons for a week at a time. The shoes were named after explorers.

“Tumblebooks” was demonstrated to Story time parents and now use has increased by 110 patrons.

Ordered a NSTAR kill-a-watt instrument that shows where energy is leaking from a building. This will be available to loan out to patrons.

A Telescope was donated to the library for the children’s program and to loan. The program will be centered on the meteor showers.

**OTHER:**

Debit and credit cards may be available to use this summer for fines. This will be free for the library to use. Debbie Conrad is working on getting this together for all the SAILS library system.

# ADJOURNEMENT:

Meeting was adjourned at: 9:27 a.m. Mary made a motion to approve; Win seconded; approved.

Respectfully submitted,

Rhonda Reints - Secretary