

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

Meeting: July 19th, 2006

Trustees:	Deborah Briggs	Chair	present
	Pamela Hiralall	Vice-Chair	present
	Lena Bourque	Treasurer	absent
	Wendy Keeler	Secretary	present
	Anthony Dias		present
	Jackie Demers		present
	Olivia Melo	Director	present

Meeting came to order at: 6:15 p.m.

MINUTES

Deb Briggs moved and Jackie Demers seconded to accept the minutes of the June meeting.

TREASURER'S REPORT

Invoices for the vestibule project were presented. Invoices covered pre-construction costs (i.e. demolition, foundation, concrete cutting etc.). Project is continuing within budget and on schedule.

The CD and building fund statements were presented.

DIRECTOR'S REPORT

Jen Frasier and Michele Tapper-Racine attended Overdrive training at SAILS. This will allow staff to assist people in downloading audio to MP3 players.

Michele Tapper-Racine participated in the Summer Program Promotion at RMS.

OLD BUSINESS:

Vestibule – Reviewed vinyl-siding shingling options versus standard vinyl siding. Selected Cedar Impressions in white, Deb Briggs moved and Pam Hiralall seconded. Agreed to put siding on the walls that are being worked on currently and change the siding on remaining walls at a later date.

Looked at different laminate flooring options and narrowed selection to three. Olivia will get pricing from Mike Muenier on laminates and possibly a larger sample.

Discussed the possibility of closing the library for a week in early September while flooring is being done. We tabled the final decision until we have a date when the flooring will be installed.

Olivia will get Mike Meunier's recommendations for lighting options for discussion during the next meeting.

NEW BUSINESS:

Director's Resignation – With heartfelt sorrow Deb Briggs moved that we accept Olivia Melo's resignation and Tony Dias seconded. August 31st is Olivia's last day. She has offered to stay on as a consultant through September.

Plans for Posting Position – Discussed how to post position, general requirements of the position, interviewing options etc.. Agreed that Deb Davis from Friends should be present for interviews. Trustees will come up with questions for candidates for the next meeting.

Contract Basis for Staff – Olivia Melo to work on changing the library staff from compensation plan to contract basis.

OTHER:

Olivia Melo sent a letter to the Town Treasurer for her FY06 vacation roll-over.

ADJOURNEMENT:

Meeting was adjourned at: 8:09 p.m.
Next [regular] meeting scheduled for: August 12th, 2006 @ 8:30 a.m.

Respectfully submitted,
Wendy Keeler, Secretary/Trustee