

# Joseph Plumb Memorial Library – Rochester

## Minutes for Meeting of the Board of Trustees

Meeting: May 12<sup>th</sup>, 2012 8:35am

Attendance:	Phoebe Butler	Chair
	Dennis Desrosiers	Treasurer
	Jay Williams	Secretary
	Jennifer Kulak	New Trustee
	Mary Duryea	New Trustee
	Gail Roberts	Director

Guests:

Meeting came to order at: 8:35 a.m.

Next [regular] meeting tentatively scheduled for: June 16th @ 8:30 a.m.

Town meeting is scheduled for May 21<sup>st</sup> 7:00pm for those interested in attending.

### **MINUTES**

Minutes for April 2012 approved.

Introduced all new trustees and reviewed the Library finances and trustee accounts

### **DIRECTOR'S REPORT**

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

#### **Items of interest:**

- Circulation down, but downloads and tumble-books were heavily used.
- Universal class registration and use is slowly climbing
- Transparent language application is starting to get use.
- Switched library over from Verizon to Comcast, and this went very smoothly
- Mike (facilities manager) is currently working again on the basement, hopes to be done with the room this next week.

### **OLD BUSINESS:**

- Building committee:
  - Gail gave some background for new trustees on basement project.
    - Part of basement will be finished meeting room for people to do research as well as have a place for town residents to hold meetings
    - Room was started 3 years ago, but when school project started, Mike was pulled away to work on that.
    - There is some work that cannot be done until building inspector approves it, but Mike can work on some items, like tiling the floor.
    - Meetings or functions open to the public cannot be held there until room can be made handicapped accessible.... Elevator will cost over \$30,000. However, private functions could be held there.
    - Plans to have computer access downstairs as well as flat screen tv in meeting room for presentations and such; have free cable access via Comcast.
  - Mike currently wants to finish tiling the room, and framing and tiling the other parts of the library, while waiting for the building inspector to approve further work.
  - Will need to get elevator company in to give an estimate for elevator installation.
  - Mike also wants to power-wash the sides of the library.

### **NEW BUSINESS:**

- Election of new officers. The following were nominated:
  - Phoebe will remain Chair

- Dennis Vice Chair
- Jay will remain secretary
- Jen Kulak as Treasurer
- Motion to accept by Gail, 2nded by Dennis, all voted in favor
- Library staff contracts:
  - Voted on giving library director a 4<sup>th</sup> personal day and 4<sup>th</sup> vacation week. Motioned by Jen Kulak and 2nded by Mary, all voted in favor.
  - Support staff for library are not currently considered town personnel, but under the aegis of the board of trustees, as such they are not included under town contracts or compensation and benefits. Need to decide if we want to maintain their unique status or if they should fall under Town personnel board. Contract comes up June 30<sup>th</sup>, so it would be best to have a decision on this prior to that. Gail, Phoebe, and Dennis will meet with Rich and Blair to discuss this issue.
- Decided to put "Goals for Trustees" discussion item off to next meeting.

**FRIENDS:**

- Will have to rethink plans for booksale, which was planned for the same day the church was to have their yardsale. Church is no longer planning to have the yardsale.

**ADJOURNEMENT:**

Meeting was adjourned at: 9:48 a.m. Phoebe moved, Jay seconded.

Respectfully submitted,  
Jay Williams, Secretary