

Joseph Plumb Memorial Library – Rochester

Minutes for Meeting of the Board of Trustees

Meeting: Dec 10th, 2011 8:35am

Attendance:	Phoebe Butler	Chair
	David Smith	Vice-Chair
	Jay Williams	Secretary
	Wendy Keeler	Trustee
	Elizabeth Owen	Trustee
	Gail Roberts	Director

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

Next [regular] meeting tentatively scheduled for: January 14th @ 8:30 a.m.

MINUTES

Minutes for November approved, with typo corrections.

DIRECTOR'S REPORT

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

Highlights:

- Received \$2665 for State aid from the commonwealth.
- Overdrive issues: many major publishers no longer allowing libraries to lend out electronic books. Many have backed out due to Amazon tracking patron's behavior on their website. Only big publisher still onboard is Random House.
- Mice are making their presence known in the building again.
- Rich called meeting with as many board members as possible. Upshot: due to declining revenues and increased costs, no raises no step increases for anyone in town. Upside is nobody is getting cut from staffs.

OLD BUSINESS:

- Reviewed minutes from building committee and voted to accept.
- Reviewed the proposal for installation of the awning at the door; proposed cost is \$960. Library sign above that door needs to be moved higher to accommodate the awning. Moved to accept by David and 2nded by Jay. Approved.
- Reviewed Gail's evaluation. Motioned by Wendy to accept, 2nded by Elizabeth.
- Library director Job Description as written by Gail. Decided that trustees will review and discuss/accept at the January meeting. David noted that under "Physical requirements" that "prolonged sitting" be included. Also recommended that the 30 lbs lifting requirement be upped to 50 lbs. Under skills, "computer knowledge" and "math or spreadsheet skills" should be added.
- Base for Christmas tree in Gazebo was bolted down this year, making it much more secure. Gail also suggested that next year we look for someone to donate a tree in memory of someone, and we can put out a laminated sign to that effect.

NEW BUSINESS:

- Discussion regarding the lighting concerning the back door. The lights on the light posts there are turned off by staff when the library is closed. Becomes an issue when staff leaves for night and it's dark, the stairs and walkway are not lit. Discussed getting photosensitive light sockets to install them so that they would automatically go on when it's dark. Wendy's husband will recommend a type of bulb for this.
- Discussed having a review period after the new trustee elections to set objectives for the upcoming year, and also having a review period in the fall to self-evaluate how well the

- board has met those objectives.
- New photo release form: this is a release form that would be signed by parents to authorize the use of photos of their children that might be taken during activities that may be used by the library for newspaper articles, website etc. Voted to accept (pending approval by town council) by Wendy, 2nded by Elizabeth.
 - Staff Christmas party now being held at Vel's on Friday December 16th. Gail has requested that on that day the library closes early at 1:00 for staff members to attend.

FRIENDS:

- Holiday open house was last week, no info yet on amount of money was ultimately collected.

ADJOURNEMENT:

Meeting was adjourned at: 9:21 a.m. David moved, Elizabeth seconded.

Respectfully submitted,
Jay Williams, Secretary