

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

Meeting: January 12th, 2008

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

Meeting came to order at: 8:40 a.m.

Special guest: Mike Meunier, Facilities Manager

MINUTES

Lena moved to accept December Minutes, Jackie seconded.

TREASURER’S REPORT

FY09 Budget was presented. Last year’s budget was \$168,691.00, FY09 is \$177,000.26. Deb made a motion to approve FY09 budget (which includes step increase for Library Director, increase Page’s salary to minimum wage, and cost of living increases.), Lena seconded.

The new program “Tea and Titles” is starting off well.

Revolving fund current balance is \$4,654.

DIRECTOR’S REPORT

Gail Roberts distributed the monthly statistics and Highlights for December.

Gail and Rich LeCamera are researching new copiers, considering leasing versus purchasing.

Lena noticed overall circulation was down. We are not sure if it was due to the holidays being Monday and Tuesday. Gail pointed out that internet activity is up.

Gail attended Town Department copier meeting.

OLD BUSINESS:

Reading Garden – It was decided that we will stake out the dimensions with Mike Meunier when the ground has thawed to determine the exact dimension for estimates of materials required.

FY09 Director Evaluation – Pam moved to accept Gail’s evaluation as written and Wendy seconded.

Gift Policy – Discussed ideas for general policy. Gail and Deb will draft a policy.

Building Plans – Mike Meunier discussed the addition of a Children’s wing in lieu of pursuing expanding to the basement with the Selectmen and gave us an update of what was discussed. We discussed various grants we would apply for in hopes to offset some of the cost.

Lena votes to fact find options for the building project and Pam seconded.

NEW BUSINESS:

Advertising for Trustees – Pam and Jackie have decided to not renew as Trustees. It was decided to post the vacancies to allow any interested parties the time to pull papers and attend the February Trustees’ Meeting. Gail will advertise the openings.

OTHER:

Disaster Recovery Policy – Gail is researching standard protocols for public libraries and will be drafting a policy.

Sentinel Article – Gail (Plumb Library) was featured in the Sentinel.

ADJOURNEMENT:

Meeting was adjourned at: 10:13 a.m.

Next [regular] meeting scheduled for: February 9th, 2008 @ 8:30 a.m.

Respectfully submitted,
Wendy Keeler, Secretary/Trustee