

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

Meeting: January 8th, 2011

Trustees:	Phoebe Butler	Chair	present
	David Smith	Vice-Chair	present
	Dennis Desrosiers	Treasurer	present
	Wendy Keeler	Secretary	present
	Bunny Mogilnicki		present
	Elizabeth Owen		present
	Gail Roberts	Director	present

Meeting came to order at: 8:30 a.m.

MINUTES

Minutes for December were accepted. David moved and Dennis seconded. (Approved)

TREASURER'S REPORT

Gail presented the Treasurer's Report. Gail confirmed we are halfway through the required spending and is satisfied with where we are at for this time of the year. We waived fines for food in December and Gail delivered 3 carloads of groceries to Damien's Pantry.

FRIENDS' REPORT

The Holiday Open House went well. The bake sale was very successful, but the final numbers are not in yet.

DIRECTOR'S REPORT

Gail presented the Director's Report. December was quiet all around. The SAILS network server upgrade went without issue.

LIST OF VOTED ON DOCUMENTS

Minutes for December were accepted. David moved and Dennis seconded. Found in the Trustees binder in library director's office (Approved)

OLD BUSINESS:

Basement Project Update – Phoebe called Mike Meunier and he will contact her when he returns from vacation.

Front Step Masonry – The work for the front steps will take place once the weather permits..

NEW BUSINESS:

Purchase Overdrive Download Station (Vote) – Bunny moved we spend \$500 to purchase Overdrive download software to be installed on one existing PC. Wendy seconded. This will allow patrons to download e-books and audiobooks in the library and we would be able to have classes on how to use. (Approved)

FY2012 Budget – Gail presented a level funded Budget for FY2012. Dennis moved that we review the budget at home and vote on the budget next meeting. Wendy seconded. (Approved)

OTHER:

Vital Records - Gail sent out notifications to appropriate parties of vital records that we no longer need to retain. Approximately a third of them have been claimed.

Geological Collection - Gail is making digital records of the geological collection as many of the labels have faded.

Meetings attended by staff:

12/16 Offline circ module webinar

ADJOURNEMENT:

Meeting was adjourned at: 9:30 a.m. Wendy moved, David seconded.
Next [regular] meeting scheduled for: February 12th, 2011 @ 8:30 a.m

Respectfully submitted,
Wendy Keeler, Secretary