

Joseph Plumb Memorial Library – Rochester

Minutes for Meeting of the Board of Trustees

Meeting: July 9th, 2011 8:30am

Trustees:	Phoebe Butler	Chair	present
	David Smith	Vice-Chair	present
	Jay Williams	Secretary	present
	Gail Roberts	Director	present

Guests:

Meeting came to order at: 8:45 a.m. It was noted that we do not have enough trustees for a quorum and must hold decisions that require a quorum until September 10th meeting.

MINUTES

Minutes for June were reviewed; no issues found. Approval pending next meeting.

TREASURER'S REPORT

Gail reviewed the Financial report, expenditures and income; there were no issues to report. End of Year fiscal tally is not in from Town hall yet.

Robin Roderick called regarding \$12,500 she wants to give to the library on behalf of her parents but Gail has not been able to get back in touch with her.

DIRECTOR'S REPORT

Gail presented the Director's Report

- Ben Resendes last day will be July 9th. Gail has replacement candidate in mind, Megan Pierce, a ORR student. She will start July 18th.
- Very busy summer so far. Circulation is up only a little and Gail attributes a lot of this to the summer reading program Lisa Fuller is promoting.
- Sails will be renaming "iBistro" to "ecatalog". Gail also talked about changing the PC's that are dedicated to just using iBistro to regular access machines that have links to iBistro on them.
- Overdrive is working on functionality to allow individual libraries purchase additional copies of ebooks for their patrons to use. Currently Sails purchases ebooks for the entire network, and once they are checked out, all patrons have to wait until they are returned.
- Sails is also trying to educate patrons more about the "Library Elf" functionality it is promoting. This is an additional way to be contacted about your library account reservations, due dates, holds etc.
- Gail has plans to offer another 2 week "food for fines" program this summer
- Universal Class electronic database that was recently purchased is now showing 12 users.
- Gail will be away on vacation August 1st through the 16th.
- 2 additional fire extinguishers were purchased for the exits in the basement as a result of the recent building inspection.

OLD BUSINESS:

Building Committee

- Gail will talk to Mike regarding his getting the building inspector to approve the basement plans that we already have, which he thought was adequate.

- Gail will check with elevator company for cost estimates. Will also check with Town Administrator regarding bid process for elevator
- Gail will check with HIS construction to finish grouting the basement floor that is already tiled.
- Gail will check with Mike to see if the pending ductwork in the basement has to be done by him or a 3rd party.

NEW BUSINESS:

- Gail will contact Town administrator to confirm we can have the library cesspool pumped without having to go through town hall.
- Sue Adams asked about cleaning out “brush” from under pine trees on East side of library and putting pine needle mulch there. Gail will ask Noah about this.
- David will look at cleaning the Library sign out by New Bedford Rd.

ADJOURNEMENT:

Meeting was adjourned at: 9:31 a.m. Phoebe moved, David seconded.

Next [regular] meeting tentatively scheduled for: September 10th, 2011 @ 8:30 a.m

Respectfully submitted,
Jay Williams, Secretary