

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

Meeting: March 8th, 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 guests:

MINUTES

Lena moved to accept February Minutes, Deb seconded.

TREASURER'S REPORT

Gail presented a letter from Cindy Mello (Rochester Treasurer) indicating we need to find the original documentation on the Trusts to determine what the restrictions are. Gail will confirm with Cindy the amount available for use.

DIRECTOR'S REPORT

Gail Roberts distributed the monthly statistics and Highlights for February. Deb pointed out that the amount of books loaned versus borrowed from other libraries has trended to a borrower than lender status. The materials most borrowed are juvenile and adult fiction. Gail opened an account with McNaughton Books as a way to increase the bestseller collection and staying within our space constrictions. McNaughton Books leases bestsellers and popular reading to libraries for a fee.

Therese gave her letter of resignation. Gail is currently reviewing resumes.

Gail attended SEMLS Adult Programming Roundtable, Departments Heads

OLD BUSINESS:

Gift Policy – Deb moved that we accept the Gift Policy as presented, Jackie seconded. Unanimous approval.

Copier update – Gail (in conjunction with other town departments) signed a 36 month lease with Icon for an all in one copier/fax/printer/scanner. We will take the rental fee out of the Revolving Fund for this year and add the fee to the budget next year. We will be pooling the monthly usage with other town departments under this contract.

Window treatment – Lena made motion to move on purchasing the white single-cell treatment Deb selected, Pam seconded. Deb will leave the Bali brochure with Gail. Gail will coordinate with Mike Meunier to measure and purchase, and install blinds.

Constitution Way sign – Gail will let Mike know we would like to include a sign similar to the New Bedford Road sign as part of finishing the front door project.

NEW BUSINESS:

Basement plans – We will proceed with the alcove/room framed, but leave it without a door, improve lighting, purchase a dehumidifier, insulate the ductwork, and set-up the shelving for storage. Wendy will let Mike know what the scope of the basement project is.

OTHER:

ADJOURNEMENT:

Meeting was adjourned at: 10:07 a.m.

Next [regular] meeting scheduled for: April 12th, 2008 @ 8:30 a.m.

Respectfully submitted,
Wendy Keeler, Secretary/Trustee