

# Joseph Plumb Memorial Library – Rochester

## Minutes for Meeting of the Board of Trustees

Meeting: Oct 15<sup>th</sup>, 2011 8:30am

|             |                   |            |
|-------------|-------------------|------------|
| Attendance: | David Smith       | Vice-Chair |
|             | Dennis Desrosiers | Treasurer  |
|             | Jay Williams      | Secretary  |
|             | Wendy Keeler      | Trustee    |
|             | Elizabeth Owen    | Trustee    |
|             | Gail Roberts      | Director   |

Guests:

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

Next [regular] meeting tentatively scheduled for: November 12<sup>th</sup>, 2011 @ 8:30 a.m

### **MINUTES**

Minutes for September meeting approved.

### **DIRECTOR'S REPORT**

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

- Filed MEG/LIG reports. Will not have to apply for a waiver, we're in compliance.
- Contacted carpet company; on Nov 23rd will come to clean the carpets. Wendy asked about a mat cleaning as well. Gail will let Mike know when carpet cleaners are here, so he'll be aware of their presence.
- Mike Muldoon fixed light by Gazebo.
- Phone was out of service after the hurricane for about a week. Long discussion about the bad phone service the library has had with Verizon... have had repeated issues over the year with specific phones.
- Gail was able to upgrade the software on the library computers through Tech Soup for less than 20% of the retail price.

### **Summer reading program:**

- Summer reading program was very successful. Participation increase in online registration over last year.
- Program ran through end of August and exceeded 5000 hours.
- This year state is looking at registration and participation and we had 87% participation after registration.
- End of year party was very successful over at the Congregational church.

### **OLD BUSINESS:**

Bylaws:

- Wendy pointed out the bylaws are almost exactly like trustees' handbook, so our bylaws should basically just be a list of exceptions to that.
- David suggested that we amend the bylaws regarding the treasurer to say that in the absence of the treasurer, the backup for authorization shall be the Vice President.
- Elizabeth had questions about the chairperson only holding position for a year. Wording from bylaws is vague about this. David suggested that we remove that whole paragraph regarding the chairperson. Then a suggestion was made to ditch the whole section about Board organization which was a direct cut & paste from the bylaws, and this was agreed by all.
- Gail to make changes discussed and bring for review at next meeting.

### **NEW BUSINESS:**

- Have had some complaints about front door knob being difficult to open. Suggested being replaced by a lever. Wendy also brought up issues with the other doors and changing the knob on one door would probably mean different key sets, so might be best to do all door knobs at once and have same keyset for all. Gail will look into having the knob changed and having a core compatible with the existing keys
- Wendy also brought up the issue regarding having some sort of alert for when the handicap door is opened so staff is aware that someone is entering through that door. At present, they are unaware when this happens unless they happen to see it.
- David brought up issue with puddle on at doorway entrance. Need to have way for the water to drain off, otherwise we'll have ice issues in winter, a potential liability.
- Gail's review is coming up in November. Phoebe will have to work with another board member to do this; David volunteered to work with Phoebe on this.
- Dennis suggested that members of the building subcommittee get together before next board meeting. Per Open meeting bylaws, subcommittee can meet, just have post when & where they will meet.

### **FRIENDS:**

- Nov 5th for business meeting 11:30 presentation at noon with chowder supplied. Authors of "Scallops" cookbook will be there, and selling book at discount; good Xmas present.
- Jr. Friends meeting today and will have donation for Damien's pantry.

### **ADJOURNEMENT:**

Meeting was adjourned at: 9:47 a.m. Wendy moved, David seconded.

Respectfully submitted,  
Jay Williams, Secretary